



# Building Key Agreement at Greendale People's Church

Greendale People's Church | 25 Francis Street, Worcester, MA 01606  
www.GreendalePeoplesChurch.org  
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All fields on this form are mandatory.

Name of Organization:

Name of Requestor:  Date of request:

Address:  City/Town:

Cell Phone:  Home Phone:

E-mail:  Driver's License #:

Brief description of the reason for requesting keys:

Key(s) Requested:

### PLEASE READ BEFORE SIGNING THE KEY AGREEMENT FORM

- I understand that keys are issued for building access and room usage for authorized and approved activities only.
- I understand that keys remain the property of Greendale People's Church. I will NOT duplicate key(s). I will NOT give or share my keys with others. I will return keys promptly when the keys are no longer needed for the express purposes described above or upon the request of Greendale People's Church, e.g. Governing Board member, pastor, or Facilities Team Member.
- I will notify Greendale People's Church immediately of lost or stolen keys. I will follow all Greendale People's Church Building use procedures and policies as described on the Building Usage Form.
- All requests for keys must be approved by the Facilities or the Governing Board.
- I acknowledge that a fee of \$25 per key is required at the time of key collection and agreement signing. This fee will be refunded upon the return of the key.

I have read and understood the policies regarding the use of the facilities of the Greendale People's Church as set forth on this application and agree to abide by these policies and rules. I acknowledge the receipt of the rules on reverse side of the current letter.

SIGNATURE:  DATE:

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**Office use only**

GB Member Signature:  Date:

Key(s) given: Yes  No  Key number #:  Key date out:  Key date returned: