

SIGN OUT FOR KEY USE AT NORTH PRESBYTERIAN CHURCH (NPC)

Receipt of a key requires you to read, complete, and sign this form. Your signature indicates that you and/or your group/organization agree to the terms listed below:

- Access to the church is a privilege, not a right. Violation of the terms of this form will result in the revocation of access privileges of the key-holder to the church.
- You agree that you will not lend the church key to anyone.
- Non key-holders are permitted to access only under the direct supervision of the key-holder.
- Duplication of supplied key(s) is forbidden. The key(s) must be returned within five (5) business days of the end of the event, with the exception of ongoing use agreements.
- Lost or non-returned keys are subject to a \$25 replacement fee.
- You and or your group/organization's activities In the church are limited to the room(s) assigned and the equipment under your supervision. Access to other room(s) or other people's equipment (AC, computers, TVs, etc.) is prohibited.

Is applicant o NPC member (Circle)? **Yes No**

(Check) Personal use Use by Group/Organization

Responsible person (Key holder) _____

Group/Organization (if applicable) _____

Address _____

Telephone number _____

Email Address _____

Specific Dates : _____ Ongoing use (key retained by applicant)

Key provided # _____ Interior _____ Exterior _____

Signature of Applicant _____

Printed Name of Applicant _____ Date: _____

Signature of NPC Representative _____

NPC USE ONLY

Is building use approved by Buildings & Grounds/Session? no yes... when? ____

Proof of insurance provided? no yes

Key returned received by _____

Signature of NPC Representative accepting key Date : _____

Post event inspection OK to refund deposit or comments on back side

Inspected by _____

Signature of NPC Representative completing inspection Date : _____