

Print Name: _____

Please list a ministry/board that you are involved with that requires you to have a key. If you are part of more than one ministry/board, please list only one.

By signing this form, you hereby agree that you have read, understand and will abide by the following conditions.

- 1) I understand that I will be receiving a key for Dix Hills Evangelical Free Church, located at 28 Foxhurst Road, Huntington Station, NY 11746.
- 2) I agree that I will not make any copies of the key I have been given the privilege to possess.
- 3) I will not share my key with any other member and especially with any non-members of Dix Hills Evangelical Free Church.
- 4) I understand that this privilege comes with certain responsibilities, such as making sure that you relock and secure the church building prior to leaving the premises.
 - a. This includes shutting off any lights or other appliances that you used during your time in the building.
- 5) I understand that when my term on the ministry team/church board is over, that I must return my copy of the key to the church office.
 - a. If the keys for the above mentioned property are not returned, the individual who received the keys hereby agrees to pay all costs for re-keying the exterior locks and any additional fees that are involved to re-secure the property (approximate cost \$100).
- 6) I understand that in the event that I lose my copy of the key, that I must notify the church office manager and/or the trustee board immediately.

Signature

Date key was issued

Approval by trustee board

Date key was returned