

Community United Methodist Church
Monticello, Minnesota

Church Policy: Church Keys

Church keys will be controlled by the Trustees through the use of the key application.

Application:

Name : _____ Phone: _____

Church Member? Yes No

I request access to:

- | | |
|---------------------------------|-----------------------------------|
| _____ Basement Storage (A1) | _____ Sound/Visual Cabinets |
| _____ Classrooms (A8) | _____ Storage and Mechanical (A3) |
| _____ Entrance (A10) | _____ Thermostats |
| _____ Kid's Kingdom (A9) | _____ Youth Room (A7) |
| _____ Kid's Kingdom Office (A2) | _____ Master (A) |
| _____ Office (A4) | |

(Keys not included in this policy: Christian Ed. Director (A5), Pastor's Office (A6), elevator (SKD1), electric panel, safety deposit box and sprinkler system).

Need for Key: _____

When the key is no longer needed it is expected to be returned to the Trustees.

Signature _____ Submitted to the trustees (date) _____

Key Issued _____ (date) _____ Returned _____

Approved / Disapproved at the Trustees meeting on _____

Trustees Chair Person

Responsible Church Committee: Trustees

Approved by Trustees: June 15, 2006

Revised: September 21, 2006