



McMinnville First United Methodist Church Key Policy

Date Key(s) Issued _____

Name _____

Cell Phone _____

Email _____

Group Name _____

I have been issued a key to the following:

Christian Community Center _____

Main Building/ Historic Sanctuary _____

Outreach Building _____

Other _____

Key(s) issued for specific event _____ Event Date _____

Date returned _____

Guidelines

I agree not to duplicate or loan out my key(s) to anyone else without authorization from the Church Office or the Pastor. If I stop meeting at the church or no longer have need of my key(s) I will turn it in to the church office.

I will report any damages or building issues to one of the following:

Church Office: 931-473-4419

Bill Boyd, Trustee Chair 931-212-6171

I will be responsible for checking and locking all exterior doors, and making sure all lights are turned off when leaving the building(s).

Note:

If you are a group leader and leadership changes, please do not give your key to the new leader. Your key should be returned to the office and the new leader should come in and sign a policy to have the key issued to them.

Signature _____

