

Acton Congregational Church Key Receipt Form

Please print

Name (or names, if from same household)

Date issued

Date returned

Please check and complete one of the following:

_____ I am receiving a key or keys as a member non-member of the Acton Congregational Church for the following purpose(s): _____

Expected timeframe for use: _____

Please read the following paragraphs and sign below to indicate your understanding and compliance with all conditions set forth by Acton Congregational Church.

1. I acknowledge receipt of a key to Acton Congregational Church and agree that a) I will not lend this key to anyone else; b) I will not duplicate this key for any reason; c) I will not tag or otherwise identify this key as providing access to Acton Congregational Church; d) I will be entirely responsible for the security of this key and I will return it when I no longer have the responsibility for the above named purpose or when its return is requested by the church administrator or her representative.
2. In receiving this key, I acknowledge that I am an agent of Acton Congregational Church and agree to abide by all policies and procedures regarding the use of the building and all properties of the church.
3. I understand that, as a key holder, I am required to report to an Acton Congregational Church staff member any suspected child abuse and/or neglect or any inappropriate use of the church facility. Failure to do so may result in my loss of privilege to be a key holder.
4. I agree that I will not be allowed in the church building alone with a child that is not my own, nor will I use my key to allow another adult to be in the church building alone with a child that is not his or her own, at any unscheduled time.
5. I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder.

Key holder signature(s)

For Acton Congregational Church

For non-members:

Photocopy of license attached?

Deposit collected? cash (\$25) or check (\$25)