



### NEW KEY REQUEST

As our new building nears completion, we are awaiting delivery of the new lock cylinders to be installed throughout the new facility. When the new cylinders are installed (hopefully in mid-July) keys will be distributed to staff members only, for the remainder of the summer. The church can still be accessed via the old doors, using the key you have, as required.

Locks in the existing facility will be changed to the new high security system in late August or early September, with key distribution quickly to follow. To help with key distribution planning, please complete this New Key Request form if your responsibilities require church access. You will receive a key or keys specific to the doors or closets to which you require access.

In my capacity as \_\_\_\_\_  
Deacon, Elder, Hospitality Network Coordination, etc.

I will require a new key for the following:

- \_\_\_\_\_ Church Entrance (outside of business hours)
- \_\_\_\_\_ Church office (outside of businesshours)
- \_\_\_\_\_ Specific closet or storage area: \_\_\_\_\_
- \_\_\_\_\_ Classrooms (outside Sunday school hours)
- \_\_\_\_\_ Youth Rooms (new)
- \_\_\_\_\_ Music Rooms (choir and bell storage)
- \_\_\_\_\_ Other \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

You will be contacted with distribution information in early September.  
**Fax, E-mail or drop off this completed form**