

Church Key Request

Submit form to the Trustees' mailbox



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

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Instructions: Be sure to get the appropriate initial approval signature from either the Church Administrator, Children's Minister, or Audio-Visual Director before submitting the form.

Name: _____

Address: _____

Phone: _____ Email: _____

Ministry Department/Office: _____

Church member and over 18 years old? Yes No

Why do you need this key (describe your responsibilities)? How often will you use it?

Which building(s) do you need to access?

- | | | |
|--|--|--|
| <input type="checkbox"/> Hall of Truth | <input type="checkbox"/> Worship Center & MPB(Gym) | |
| <input type="checkbox"/> Life Center | <input type="checkbox"/> Praise Center/Hill St. Bungalow | |
| <input type="checkbox"/> Hall of Joy | <input type="checkbox"/> Hall of Blessings | <input type="checkbox"/> Hall of Grace |
| <input type="checkbox"/> Connection Corner | <input type="checkbox"/> Bookstore | <input type="checkbox"/> Library |

Initial approval signature from Church Administrator, Children's Minister, or Audio-Visual Director:

Signature: _____ Date: _____

Do not write below the dotted line. Place this form in the Trustee's mailbox.

I recognize that possession of a church key is a God given responsibility. I will use this key with the greatest care, and remain aware of its location. I will immediately report to the Church Administrator if the key is lost. I will not duplicate this key, as it is forbidden to do so. If I no longer need the key I will return it immediately to the Church Administrator, and not transfer it to others. I agree to adhere to these conditions and those disclosed in the FCBC key policy.

Signature of key holder: _____ Date: _____

Trustee approval: _____ Date: _____

Assigned key _____ key # _____

Assigned key _____ key # _____

Assigned key _____ key # _____

Assigned key _____ key # _____

Key Policy

Purpose

This key policy is designed to regulate the number of keys in circulation, to assign keys based on need, and for security purposes.

Eligibility

Persons eligible for keys are church staff, certain church officers and their assistants, Sunday School superintendents and their assistants, and others with demonstrated need. Eligible persons must be church members and over 18 years old.

Assignment

Keys will be assigned based on need. The key holder must have a daily or weekly need. Keys will not be assigned for convenience.

Short-Term

If the need is not daily or weekly, a key may be checked out from the church office for short-term use. Checked out keys must be returned the same day before the office closes. The borrower must leave either car keys or ID as a "deposit".

When checking out a key for short term use, the key requester must be someone known or recognized by the church staff, and be over 18 years old.

Long-Term

For long-term use, a key may be requested by filling out a "Key Request Form", and submitting it to the Trustees for final approval. Those serving in the children's ministries must obtain initial approval from the Children's Minister. Those serving in the area of church audio-visuals must obtain initial approval from the Audio-Visual Director. All others must obtain initial approval from the Church Administrator. The Trustees will then make a final determination to accept or reject the request. Once approved, long-term key(s) may be picked up from the Church Administrator.

Duplicate Keys

Do not make copies of any church key. Only the Trustees or Church Administrator have the authority to make duplicate keys.

Return of Keys

Keys must be returned when the need to possess them no longer exists, such as vacating a church service position, or ending employment as church staff. Keys must not be passed on to another person. Keys must be returned to the Church Administrator or his/her designate.

Lost Keys

There will be an annual key verification by the Church Administrator or his/her designate. Any lost key must be reported to the Church Administrator immediately. Lost keys will be recorded.

(Reviewed and approved by the Church Administrator and Trustees on 07/31/2014)