



14251 SE Rust Way • Damascus, Oregon • 97089  
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### Card Access/Key Request form

Card Access/Key requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Check all that apply: Teacher; Church Staff; Church member; Church attender; Other

Address: \_\_\_\_\_  
Street City State Zip Code

E-Mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
(Include a list of areas for which you need access)

How long will you need access? \_\_\_\_\_. I understand and agree:

- To maintain personal possession of my issued church access card and/or key. I will not lend my access card or key to others for any reason;
- That I will not duplicate keys;
- I will report loss or theft of my access card or key to the Facilities Supervisor immediately upon discovery;
- I will personally return my access card and or key(s) to the Facilities Supervisor upon termination of service to the church. Access card and keys must be returned if they are no longer needed to perform daily job-related responsibilities;
- That access cards and keys are church property and may be reclaimed at any time;
- I will adhere to the facility use guidelines published separately and have received a copy.

Key Holder: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Pastor, Business Administrator or School Administrator

\*\*\*For office use only\*\*\*

Issued: Approved: yes: no. Card Access: # \_\_\_\_\_ Key Assigned: # \_\_\_\_\_ Type \_\_\_\_\_  
Return/Renewal Date: \_\_\_\_\_; not yet determined

CK – Card key, electronic and programmable access to exterior doors, gym and main building.  
MC – Master (classroom), entrance to all classroom doors, kitchen, staff storage and work room, and portables.  
MO – Master (offices) entrance to all of above plus all other doors except the business office and business administrator’s office.  
MB – Master key to all doors including the business office.

\*\*\*Updated\*\*\* June 16, 2016 ver 1.0