

Key Sign Out Agreement

I _____ (name), have received a key
for _____ on this day _____ (date).

I understand and agree that this key is for me only and agree to not hand this key off to others or to make any copies of this key. If others request this (or any) church keys I will direct them to the administrator who tracks the usage of keys and access to church property. When I no longer need this key, I agree to return it asap.

(Signature)

(Date)

Additional Keys

Date given

Date returned
