

Richland Lutheran Church

**KEY/CODE HOLDER REQUEST FORM & AGREEMENT**

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**Requestor's Name and Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Reason Needed for Facility Access: \_\_\_\_\_

Facility Access Date: \_\_\_\_\_ Date Key will be returned: \_\_\_\_\_

Is this a single use event or weekly/monthly recurring event? \_\_\_\_\_

**I have read and understand the Key Policies and Key Holder Responsibilities.**

\_\_\_\_\_  
Key/Code Holder Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key # or Code Issued/Requested

For RLC Office Use Only:

\_\_\_\_\_  
Approved By / Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Misc. Notes

\_\_\_\_\_  
Date Key Returned

\_\_\_\_\_  
Key/Code Holder Signature