



Key Request Form

Instructions: Submit form by email to Office@PRBCLansing.org or submit to Trustee Box. Please allow 72-business hours for processing. Your request for a key does not guarantee approval.

Name: _____

Address: _____

Phone: _____ Email: _____

Ministry/Company: _____

Briefly state your need for a key:

Which area(s) do you need to access?

- Media Sound Room Church Office Garage Trustee Office
- Classrooms Storage Areas (indicate Below) Pastor's Office Entry Card
- Other _____

If your key request is temporary, please state date(s) of use: Start Date _____ Ending Date _____

Request Affidavit: *I have read and understand all requirements of the Key Policy of Pilgrim Rest Baptist Church. I will immediately report to the Key Administrator if keys become lost or damaged. I will not duplicate any key(s). I understand that if I violate this policy, I may be subject to loss of building access or other property access and/or termination of the contract. I understand that upon completion of terms of service and use, change in church membership, or termination of an employment/contractual relationship with PRBC, I shall immediately surrender key(s) issued to me by returning those key(s) to the Key Administrator during normal operating hours of the church office. I agree to adhere to these conditions and those disclosed in the PRBC key policy.*

Signature: _____ Date: _____

Min. Leader Name: _____ Min. Leader Signature: _____ Date: _____

For Office Use Only:

Approved? Yes No

Reason if no: _____

Key Administrator Signature: _____ Date: _____

Trustee/Security Signature: _____ Date: _____

Key cards RFID # _____ Alarm Code: _____

Key Location _____ key # _____ Key Location _____ key # _____

Key Location _____ key # _____ Key Location _____ key # _____