



Church Policy for Church Keys and Key Application

Church keys will be controlled by the Executive Team and the church office through the use of this key application. All applications must be submitted two days before need.

Applicant Name: _____ Phone: _____

OSLC's standard business hours are 8am-3pm Monday through Thursday.

Why do you need a door entrance key outside of normal business hours?:

The key is expected to be returned to the church office when the above need for key is satisfied. Please make sure that you have locked all doors when exiting the church. It is a large financial outlay to re-key doors due to a lost key, please protect and do not lose the key!

Applicant Signature

Date Submitted

Key # Issued _____ Date Issued _____ Date Returned _____

Executive Team: (circle one) Approved Disapproved, Reason? _____

Executive Team Member/Date

09/08