

Chinese Evangelical Church of San Diego
Key Request Form

Name:

Date Requested:

Address:

Email:

Phone:

Church Member: Yes (Full/Associate)/No

CEC Fellowship/Ministry Position:

Reason for Key Request:

For Office Use Only

Approved By: _____ Date Approved: _____

Key Number: _____ Key Issued Date: _____ Key Expiration Date:

Key Renewed Date: _____, _____, _____, _____, _____

Policy Acknowledged: _____, _____, _____, _____, _____

Key Returned Date: _____ Key Received By: _____

I have read and understand my responsibilities as a keyholder.

I have received and read the keyholder training document thoroughly.

I have completed the qualification checklist under the supervision of an approved key holder.

I know how to arm and disarm the alarm and understand that I must contact the proper authorities IMMEDIATELY if a false alarm occurs.

I understand how to properly lock and secure the entry gate and each of the church facilities.

Date: _____ Signature: _____

Please do not sign until you have received your key. This signature is an acknowledgement and agreement of the previous statements, as well as proof that you have been issued a key.