



Building Access Request Form

Complete this form and submit to your ministry leader.

Name of requestor: _____

Date: _____

Phone Number: _____

Email Address: _____

Ministry: _____

Ministry Leader: _____

Prior to receiving the card, fob or key, please initial after reading each of the following points. Your initials indicate you understand and will adhere to the policy.

_____ Standard building hours are from 7am until 11pm; accessing the building outside of these hours may cause a security alarm.

_____ Exterior doors are never to be propped open; doing so may jeopardize your access privileges.

_____ If your area of service changes; please let us know.

_____ When access is no longer needed all cards, fobs and keys **need to be returned**.

_____ Cards, fobs and keys will not be loaned to others.

_____ Lost or misplaced cards, fobs and keys will be reported immediately to the building supervisor or front desk receptionist. **Please take care of our keys as our cost to replace them is \$10.**

Please sign to agree that you will adhere to all our policies when you receive the card, fob or key.

Signature: _____

Date: _____

OFFICE USE ONLY - Key returned to: _____ Date: _____
Printed Name

Thank you for taking the above precautions to ensure personal and building safety.

----- Ministry Leader Use -----

1) Ministry Need

Issue building access:

Card or Fob

Key to access which area(s) _____

2) Event Driven/One-time use request

Please issue the requestor building access in connection with _____ (event) for the timeframe of _____ to _____ after this date, he/she will return the issued access card/fob or key.

Ministry Leader Signature: _____ Date _____