

It is the responsibility of the security access code/key holder to keep their Church security code and key in safe keeping. Report any lost keys to the Church Administrator as soon as possible.

Security access codes and keys will not be shared with other persons, including spouses. A security access code and key is issued to the requesting eligible person only.

Security Access Code/Key Request Form

Name: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Last Four of Your Social Security Number (This will be your access code) _____

Briefly state your need for a security access code and key:

Please note that your request for a security access code and key DOES NOT guarantee your approval of room space. All requests for room usage must be submitted through the church office.

I, _____, have read and understand all requirements of the Security Access Code & Key Use Policy of Zion Lutheran Church as stated above. If I violate the policy I may be subject to the loss of facility privileges and/or immediate termination of the security access code.

Signed: _____ Date: _____

For Office Use Only:

Approved: _____ Yes _____ No If no, explain _____

Security Code: _____

Training Completed: _____