

**Procedure for Use of Keys**

1. Keys will be issued to staff, church officers, deacons, committee chairs, ministry team leaders, or others as deemed necessary by the chairperson.
2. Keys must be checked out from the office by an adult member (18 years or older).
3. Each person must sign when the key is checked out and also when returned.
4. Each person is responsible for the key that is issued to him/her.
5. If a key is lost, the individual is responsible for replacing the key at a cost of \$20.00 per key.
6. For information purposes, these keys can only be duplicated and purchased through the company that installed the new locks by authorized members only.
7. For short-term committees and other events, a time frame for return of keys will be at the discretion of the office staff.

**I have read the above key policy of Pleasant Grove Baptist Church and agree to follow it.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrowed key**

\_\_\_\_\_  
**Date of Return**

\_\_\_\_\_  
**Office Personnel**