

KEY RECEIPT FORM

Name

Organization

Please complete one of the following:

_____ I am a member of Newton Highlands Congregational Church

_____ I am not a member of Newton Highlands Congregational Church

I am receiving a key for the following purpose(s): _____

Please sign the following to indicate your understanding and compliance with the conditions set forth by Newton Highlands Congregational Church.

I acknowledge receipt of key # _____ and agree that:

I will not give or lend this key to anyone else.

I will not duplicate this key for any reason.

I will not tag or otherwise identify this key as provided by Newton Highlands Congregational Church.

I will only use this key for the purpose described above.

I will only use this key to allow building access to persons who are involved in the above named purpose and I will deny access to any other persons.

I will keep all doors to the building locked unless specifically arranged with Newton Highlands Congregational Church Prudential Committee or its representative.

I will be entirely responsible for the security of this key and I will return it when I no longer have the responsibility for the above named purpose or when its return is requested by Newton Highlands Congregational Church or its representative.

I understand that I will be required to return this key and lose my privilege to be a key holder if I fail to comply with *any* of the conditions set forth in this document.

Signed: _____ Date: _____

Print Name

Title

NHCC Representative

Title