



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

KEY FORM

February 2023

Name: _____ Title or Team: _____

I am a Tabernacle: Staff Member Volunteer

Which building(s) do you need access to? (Check all that apply)

Buckley T1 T2 Pantry Polebarn
 Manistee T77
 Other, please explain _____

For what purpose(s) will you be accessing the buildings?

Keys are day/time sensitive, what days/times will you need access? Always

<input type="checkbox"/> Sunday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Monday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Tuesday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Wednesday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Thursday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Friday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)
<input type="checkbox"/> Saturday	<input type="checkbox"/> AM (12a - 9a)	<input type="checkbox"/> Midday (8a - 6p)	<input type="checkbox"/> PM (5p - 11p)

By signing below and accepting a key, I agree to the following:

- Keys are not to be duplicated, distributed or loaned for any reason
- Keys are to be kept secure at all times
- Keys should be returned to building administration or HR upon leaving position
- I am responsible for ensuring that the building is properly secured upon departure

For Office Use only:

Key Received By:

Key Returned To:

Date: _____

Date: _____

User (print): _____

Staff (print): _____

Signature: _____

Signature: _____