

Key Assignment Agreement

Name: _____ Address _____

Phone: _____

Position/Reason for having a key: _____

Check One:

I am _____ employee
_____ a volunteer
_____ other (specify) _____

Please initial each item below indicating your agreement:

_____ I will not lend or give this key to anyone, including a family member, nor will I make a copy.

_____ I agree promptly to return the key when I no longer have a valid use for it or when requested by the Rector/Vicar or other appropriate official.

_____ I have completed an application, including at least 3 references, and have had an interview.

_____ I agree to the Code of Conduct for the Protection of Children and Youth.

_____ I have already completed the appropriate level of training as required by this Policy.

OR _____ I agree to participate in the above training within the next 6 months.

Signature

Date