

CATHOLIC MUTUAL GROUP

KEY POLICY INFORMATION FORM

<i>Name of person requesting key: (Please Print)</i>	<i>Name of Parish</i>	
<i>Home Address</i>		<i>Telephone Number</i>
<i>Building description:</i>	<i>Reason for use:</i>	

By my signature below, I undertake to use the key responsibly.

- ❖ **If I open the relevant building, I shall be completely responsible for locking it.**
- ❖ **I shall not give the key to anyone else.**
- ❖ **I shall not have copies of the key made for myself or anyone else.**
- ❖ **If I cease to fulfill the function stated above, I shall return the key to the Pastor or Administrator immediately.**
- ❖ **I shall inform the Pastor or Administrator of any change of information immediately.**
- ❖ **I shall return the key to the Pastor or Administrator upon demand.**
- ❖ **If I lose the key, I shall inform the Pastor or Administrator immediately.**

Except for explicit privilege by the Pastor or Administrator, I confirm that I am a registered member of:

Signature

Date

Pastor / Administrator / Associate

Date