



# Key Distribution Policy

First United Methodist Church  
Howe, Texas

The Board of Trustees of FUMC Howe has adopted this policy, for the distribution of keys, in order to ensure the safety and security of our building. Anyone applying to receive a key will be required to read and follow this policy and sign the Key Usage Pledge.

1. Only active Howe FUMC members will be allowed to have a master key.
2. Affiliated group leaders can only apply for a key to the West Hall.
3. Everyone requesting a key will be required to pay the \$40 deposit, with exception of staff members and cleaning crew. Those persons will be given a key without paying the deposit.
4. If a key is lost/misplaced, an additional \$40 deposit will be required in order to receive another key.
5. Everyone who receives a key will be required to sign the Key Usage Pledge.
6. Upon return of the key, staff member and key holder will both sign that it has been returned and deposit will be requested and sent asap.

## Key Usage Pledge

I, \_\_\_\_\_ (print name), agree that I will not lend the key to anyone or make a copy of the key that I have to Howe FUMC. Failure to comply will result in forfeiture of key and deposit.

I also agree that if I am no longer an active member of FUMC or my affiliation with an organization there ceases, I will return the key and have my deposit returned to me.

Key Distribution

Key Return

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date returned

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deposit refunded on

\_\_\_\_\_  
Staff Member Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Staff Member approval