

Name:

CCC Key Number #
Fob Number #

9 Worthen St. #

CENTRAL CONGREGATIONAL CHURCH, UCC

One Worthen Street
Chelmsford, MA 01824
Phone 978-256-5931

office.admin@cccchelmsford.org

KEY HOLDER ACKNOWLEDGEMENT for September ____ thru August ____

I acknowledge that I have been assigned and accepted a key and/or fob to Central Congregational Church, UCC, in Chelmsford (CCC) for the following reason:

In doing so, I agree:

- I will be entirely responsible for the security of this key and/or fob. I will not lend this key, and/or fob to anyone who has not signed this form nor will I attempt to have a duplicate or duplicates made.
- I will not tag or otherwise identify this key and/or fob as providing access to CCC.
- I will return this key and/or fob when I no longer have an organizational responsibility that requires the use of the key and/or fob.
- I will lock this door if I am the last to leave.
- If I lose my key and/or fob, I will notify the church immediately.

CCC's *Safe Church Policy* requires that this form, or a similar form, be completed annually as long as an individual is assigned a numbered and controlled key and/or fob for Central Congregational Church or one of its church properties (e.g. 9 Worthen St.). I understand that failure to comply with any of the provisions above may result in the loss of privilege to be a key holder.

Name (print):

Address:

Phone:

Email:

Signature: _____ Date: _____

Key Holder Acknowledgement recorded on _____ by _____
for Central Congregational Church

FOR OFFICE USE WHEN

KEY OR FOB IS RETURNED: Date returned: _____ Received by: _____