

Dear Key Recipient of St. Paul's:

The following keys are being issued to you for access to necessary buildings for the use of requested facility space, in accordance to your facility location and date request with St. Paul's Episcopal Church.

_____ Nave/Sanctuary & Narthex

_____ St. Andrews Chapel (East & West Transepts & Main Worship Space)

_____ Parish Hall Area (Catechesis 1 off the P.Hall, Catechesis 2, Children's Chapel, McIntosh Rm, Old Library)

_____ St. Margaret's Hall Level 3 Atrium, Youth Room

_____ Wall Building Conference Room, Offices in the Wall Building

_____ Nursery Area off the Nave (3 & 4 yr Olds, Infants, Toddlers)

_____ Old Sacristy Door/Pantry

_____ Boiler Room Door

_____ Main Church Doors

_____ Tool Shed

_____ Bus/Vehicles

All keys remain the property of St. Paul's Episcopal Church, are not to be copied, and must be returned upon request or expiration/termination of date(s) of facility space/use.

Event Name

Beginning and Ending Event Dates

Recipient's Name _____ Key Sign-Out Date: _____ Deposit of \$ _____

Phone Number _____

I, _____ am responsible for returning keys or any borrowed items. I am also responsible for any clean-up fees, or damages left due to my group meeting at St. Paul's. **LINENS MAY NOT BE BORROWED FROM THE CHURCH.

Recipient's Name _____ Key Sign-In return: _____ Deposit Ret. _____

St. Paul's Episcopal Church/Authorized Representative