

KEY APPLICATION and REQUIREMENTS

Key #: _____

Print Name: _____ Group Name: _____

Please Check One: Church member Non-Member

I am receiving a key for the following purpose(s):

As advised on the date signed below, I acknowledge that I am an agent of The First Congregational Church of Georgetown, and I will abide by the [Safe Church](#) Policy and the [Use of Church Property](#) guidelines, as well as by the following conditions:

- 1) I am entirely responsible for the security of this key; I will not lend it to anyone else or duplicate it for any reason; I will not tag it or otherwise identify it as belonging to the Church;
- 2) I will return this key when I no longer have the responsibility for the above named purpose or when its return is requested by any Church official;
- 3) I understand that, as a key holder, I am required to report child abuse and neglect as defined and set forth by the MA Dept. of Children and Families. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child under the age of 18 has occurred in the building or on the property of the Church, I am required to file an [Incident Report Form](#) with the Safety Officer
- 4) I will not be alone with a child under the age of 18, other than my own, at any time while I am in the Church building; I will inform others that are participating in the above named purpose of this requirement;
- 5) I will be responsible for securing the building at the conclusion of my activity, in accordance with the [Use of Church Property](#) guidelines, if no other group is using the Church;
- 6) I understand that failure to comply with any of the provisions set forth in this document may result in my losing the privilege of being a key holder and/or losing the privilege of using the Church for the above named purpose.

Signature: _____ Date: _____

Address: _____

Home phone: _____ Business/cell phone: _____

Deposit (if applicable): \$_____ Church official: _____

A copy of this document will be on file in the Church Office or with the Safety Officer(s). Name and phone number of the Safety Officer(s) is posted by the phones and on bulletin boards throughout the Church. This information and the [Safe Church Policy](#) and [Use of Church Property](#) guidelines are available for review on the Church website at www.georgetowncongregational.org.