

Sample Key Holder Agreement for Congregations in the Episcopal Diocese of Oklahoma

***ALL HIGHLIGHTED PORTIONS SHOULD BE CHANGED TO MATCH YOUR
CONGREGATION**

St. Colomba's Episcopal Church

Key Holder Agreement

St. Colomba's and the Episcopal Diocese of Oklahoma consider the safety of employees, parishioners, volunteers, guests, and property to be of paramount importance. Keys or building code access are provided to those needing regular admission to the property (daily or weekly), not as a matter of convenience. It is the responsibility of each key holder to be aware of the policies and procedures associated with building access benefits at St. Colomba's and to maintain the safety of all persons and property. For more information regarding Safe Church, Safe Communities, please speak with our congregational administrator, _____.

Agreement:

I, _____, have completed the Safe Church, Safe Communities training and background check required to receive a key or access code to the church property. By receiving a key or access code, I commit to upholding the following:

- The key or access code remains the property of St. Colomba's Episcopal Church.
- The key or access code is provided for the exclusive use of the individual named above and is not to be passed to a third party, including family members, or other members of the organization/congregation.
- Under no circumstances is a key to be duplicated.
- Loss of a key is to be reported immediately to the congregational administrator/Senior Warden/Clergy.
- Sharing of an access code, whether voluntarily or involuntarily, will be reported immediately to the congregational administrator/Senior Warden/Clergy.
- If building access is no longer necessary, the keyholder agrees to notify the congregational administrator and return the key/request termination of access.
- In the event of concerns regarding safety, St. Colomba's can withdraw access privileges at any time.
- The key will be returned to St. Colomba's upon request.
- Congregations may add specific rules or instructions for their property here (example: When leaving the property, the key holder agrees to check and secure all doors and set the alarm.)

Date: _____

Name (Print): _____

Name (Signature): _____

Signature of Congregational Administrator: _____