

FIRST BAPTIST CHURCH OF PATCHOGUE

MINISTRY KEY REQUEST FORM

(Section 1 to be completed by Ministry Head)

Requester: _____ Title: _____

Request Date: _____ Ministry: _____

Last Name: _____ First Name: _____ Telephone: _____

Meeting Day: _____ Meeting Time: _____

Justification: _____

SECTION
1

Please submit this form to Gabe Vignato or Craig Platt (Ministry Box Area)

Approved: Yes / No Approved By: _____
(Circle One)

Approval Date: _____ Key Distributed Date: _____

Comments: _____

SECTION
2

Key #: _____ Access Area: MB KB BB AA DTB P S
(Circle One)

Key Returned Date: _____ Database Entry Date: _____

I _____, understand that this key is given to me as a member of the above-referenced ministry. I agree not to copy or loan this key to anyone. I further understand that by failing to abide by the church key policy I forfeit my right to a church access key. I agree that upon either the end of my participation in the ministry or at request by the Trustee Board the key will be returned.

Signature

Date

SECTION
3

Access Area Key					
MB – Main building	KB - Kaler Building	BB - Bryant Building			
AA - All Access	DTB - Deacon /Trustee Boards	P – Pastor	S - Staff		