

Sacred Heart Church
517 W. 10th Street
Medford, OR 97501
541.779.4661

Request for Facility Key:

Name:	
Address:	
Phone:	
Email:	

I am requesting a key that will unlock:

Parish Hall (SMH): _____

Church, Chapel & Parish Hall (SMA): _____

Office Conference Room (OFF): _____

SMH - All doors in Parish Hall except Choir Room & Hall Conference Room

SMA - All doors in Church, Chapel & Parish Hall except Choir Room

Why do you need the key: _____

Staff Person you coordinate with: _____

I have requested a key from Sacred Heart Parish for the purpose stated above. I acknowledge that the key is not to be used for other purposes and will not be given out to other individuals to use. When I no longer need the key for the purpose stated above, I will return the key to the Parish Office.

I will notify the Office immediately if I should lose the key.

Signature

Date

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Office Use Only:

Responsible Staff Person Review: _____

Request for Key: _____ Approved _____ Denied

Key # Distributed: _____