

Key & Access Card Request Form

Name _____ Chinese Name _____ Today's Date _____
 Address _____ City _____ State _____ Zip _____
 Email _____ Best Contact Phones _____

Congregation I normally attend

SEA-M SEA-E SEA-C RED-M RED-E RED-C ND-E ND-M

Reason for request — Please choose ONE only

- I am a church staff
 I am an Elder or Deacon; serving position is _____
 I am a non-Deacon Council member, my ministry role is _____
 I am a ministry leader, my ministry role is _____
 I am a long-term renter, my organization is _____
 None of the above; Reason for request _____

Key(s) to be Requested (A Deposit of \$10 may be required)

Seattle Campus Office Access Card Others _____
 Redmond Campus Office Interior Key Access Card Others _____
 Edmonds Campus Office Access Card Others _____

Sponsorship is required if you are not a staff, nor a current deacon.

(Note: Sponsor needs to be the current Congregational Chair of respective congregation)

Name of Sponsor _____ Sponsor signature _____

ECC Building Key and Access Card Usage Agreement

Your signature below signifies that you understand and accept the Guideline for the use/loaning of Access cards/keys, and that you have read and initial all items on the back of this page .

Name (print) _____ Signature _____ Date _____

For Administrative Use Only

Processed by: Name (print) _____ Date _____

Seattle Campus Keycard# _____ Key for Rooms _____

Redmond Campus Keycard# _____ Key for Rooms _____

Edmonds Campus Keycard# _____ Key for Rooms _____

Keys check-out date _____ Deposit collected \$ _____ Cash _____ Check # _____

ECC Building Key Holder and Access Card Holder Guideline

Please read and initial every item.

1. Keys/Access cards are not to be duplicated in any way. (initial _____)
2. Keys/Access cards are not to be loaned to anyone, including family members because they have not been trained and won't know what to do when an alarm goes off. (initial _____)
3. Keys/Access card are to be returned once your term of service ends. (Note: Keys are to be returned to church administrator or secretaries. Do not mail keys.) (initial _____)
4. Attend MANDATORY annual meeting for Security/Alarm and Emergency Evacuation procedure.
(initial _____)