



Key & Keycard Request Form

Name _____ Chinese Name _____
Email _____ Best Contact Phone Number _____

Congregation I normally attend (Please check one)

☐ EDS-E ☐ EDS-M ☐ RED-C ☐ RED-E ☐ RED-M ☐ SEA-C ☐ SEA-E ☐ SEA-M

Reason for request — Please choose only one option:

- ☐ I am a church staff member
- ☐ I am an Elder or Deacon; Deaconship Term (example: 2025-2027) _____
- ☐ I am a ministry coworker — my ministry role is _____
- ☐ I am a long-term renter — my organization is _____
- ☐ I am a contractor — Company name _____ Project name _____
- ☐ None of the above; Reason for request _____

Key/Keycard(s) to be Requested (There will be a \$40 fee to replace a lost or damaged key/keycard.)

Is this to replace a lost or damaged key or keycard? ☐ YES ☐ NO

Is this application asking for additional access than the default permissions listed on page 2? ☐ YES ☐ NO

If applicable, list the reason for obtaining a keycard for another campus _____

Edmonds Campus ☐ Keycard ☐ Others _____

Redmond Campus ☐ Keycard ☐ Interior key ☐ Others _____

Seattle Campus ☐ Keycard ☐ Others _____

SPONSORSHIP IS REQUIRED IF YOU ARE NOT A STAFF MEMBER, ELDER, NOR A CURRENT DEACON.

(Note: The sponsor must be the current Congregational Chair of the respective congregation)

Sponsor name _____ Sponsor signature _____ Date _____

ECC Building Key and Keycard Usage Agreement

Your signature below signifies that you understand and accept the guidelines for the use of keys/keycards and that you have read and initialed all items on the next page.

Name (print) _____ Signature _____ Date _____

For Administrative Use Only

Processed by: Name (print) _____ Date _____

Edmonds Campus Keycard # _____ Redmond Campus Keycard # _____

Seattle Campus Keycard # _____ Key # _____ Campus _____

Fine collected \$ _____ ☐ Cash ☐ Check # _____

ECC Building Key and Keycard Holder Guidelines

Please read and initial every item.

1. Keys/Keycards are not to be duplicated in any way. (initial ____)
2. Keys/Keycards should not to be loaned to anyone, including family members, as you will be held responsible for any damage/loss. (initial ____)
3. Keys/Keycards must be returned once your term of service ends. (Note: Keys are to be returned to church administrator or administrative assistants. Do not mail keys.) (initial ____)
4. Any time a key/keycard is lost or damaged, report it to the church office immediately. You will also be responsible for paying the fine. (initial ____)

Permission Guidelines

Roles	Default Access
Elders	Full access to all campuses
Staff	Full access to all campuses
Deacons	Full access to all campuses
Other ministry coworkers	Full access to specific campus
Contractors	Restricted access to specific campuses and/or buildings
Long-term rental personnel	Restricted access to specific campuses and/or buildings