

# 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 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 |