Key/FOB Release Form

Key Holder Information

Full Name: 
Address: 
Phone: 

Employee/Volunteer Information

Title: 
Department: 
Supervisor: 

Key Control Agreement

- I, the undersigned, acknowledge receipt of all key(s), passcards, and/or key FOB’s designated below. I also agree NOT to loan, copy, transfer, give possession of, misuse, modify or alter the below keys, passcards or key FOBs.

- I understand and agree that violation of this agreement may render me responsible and liable for damages of misuse or theft and cost associated to resecure the affected area. If key are lost or stolen, I will report the lost or stolen keys to the Facility Director and will be responsible for the replacement cost as follows:
  - Fees for each lost or unreturned
    - Building Key $25/ea. (A1, A22, etc.)
    - Key Card $15
    - Other Keys $5 (Desks, Files, Cabinets, etc.)
    - Key FOB $20

- I also agree that all keys, passcards, and key FOBs are the property of Pathway Church and must be returned to Pathway Church upon the completion of service or employment.
  - (Employees Only) All keys, passcards, and key FOBs, uniforms must be returned. Failing to return all keys, passcards, key FOBs, and Uniform issued will result in charges being deducted from my final check as follows:
    - Building Keys $300/ea.
    - Key Card $15
    - Key FOB $20
    - Other Keys $15/ea.

- I understand that the key(s), passcards, and/or key FOB’s that I am entrusted with are to be used to gain access only to the areas and equipment that I have received permission to use. I also understand that NO items or equipment should be removed from any Pathway facility without express written permission from a supervising pastor/director.

I understand and agree that any willful violation or infraction of any part of this agreement shall be considered full and sufficient cause for disciplinary action up to revocation of access privileges and/or possible termination of employment or volunteer service.

Signature: ___________________________ Date Received: ___________________________

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<tr>
<th>Campus/Building</th>
<th>Room/Equpt/Location</th>
<th>Key#(s)</th>
<th>FOB# Card#</th>
<th>Security Code</th>
<th>Date Issued/by</th>
<th>Date Returned/to</th>
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Signature: ___________________________ Date Returned: ___________________________