

## Key Assignment Agreement

Name: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Position/Reason for having a key: \_\_\_\_\_

\_\_\_\_\_

### Check One:

I am \_\_\_\_\_ employee  
\_\_\_\_\_ a volunteer  
\_\_\_\_\_ other (specify) \_\_\_\_\_

Please initial each item below indicating your agreement:

\_\_\_\_\_ I will not lend or give this key to anyone, including a family member, nor will I make a copy.

\_\_\_\_\_ I agree promptly to return the key when I no longer have a valid use for it or when requested by the Rector/Vicar or other appropriate official.

\_\_\_\_\_ I have completed an application, including at least 3 references, and have had an interview.

\_\_\_\_\_ I agree to the Code of Conduct for the Protection of Children and Youth.

\_\_\_\_\_ I have already completed the appropriate level of training as required by this Policy.

**OR** \_\_\_\_\_ I agree to participate in the above training within the next 6 months.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**