



ST BERNARDINE'S PARISH
25 Vergulde Road, REGENTS PARK QLD 4118
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Key Request Form

You are being issued a key that accesses buildings that are on St Bernardine's Parish property (this includes St Catherine's and Our Lady of the Assumption churches). We take building security seriously and have restricted locks installed in all our buildings. We ask that you take the security of our property as seriously as we do and understand your responsibilities as a key holder by reading and signing the following:-

Name: _____

Contact number: _____

Key(s) issued: _____

Purpose: _____

I am being issued with key(s) listed above and by signing this I acknowledge that it is my responsibility to ensure:

- Any building I access will be left the same way it was before I entered. Any rubbish will be taken away. Anything that was moved will be placed back in its proper place. All doors and windows will be secured and any alarms turned on if applicable.
- All keys issued are kept safe and secure at all times.
- Keys must not be lent out.
- Keys must not be copied.
- Report the loss of keys immediately.
- Keys are not transferable and must be returned to the Parish Office immediately upon request or when it is no longer needed.
- Key holder must be 18 years or over.
- If you lose a key, as the key holder you may be held liable for the cost of securing any property to which the key you were issued with had access.

I have read, understood and agree to comply with the above key control regulations.

Requestor's Signature:

Date issued: _____ Date returned: _____

Issued by: _____ Received by: _____