



SAINT JOSEPH CATHOLIC CHURCH  
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St. Joseph Church  
 Facility Management Office  
 Key & Access Control Policy

Date: Jan. 25, 2023

**ATTACHMENT 1** – Key & Access Code Request/Return Form

**Key & Access Code Request/Return Form**

Date: \_\_\_\_\_

Name of Key Holder: \_\_\_\_\_

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

Access Location: \_\_\_\_\_ Email: \_\_\_\_\_

Date Range of Use: \_\_\_\_\_

Description	Key #	Area

Access Code Information: \_\_\_\_\_

I acknowledge receipt of and take full responsibility for the above Key while in my possession.

I understand that any Key & Access code issued to me is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the Facility Manager, which may result in a \$20.00 fee being assessed for the lost, stolen or damaged key in accordance with the *St. Joseph Key & Access Code Control Policy*.

I understand that I am required to return the key(s) no later than 3 business days after the use period as listed on the *Facility Use and Indemnity Agreement* expires.

\_\_\_\_\_  
 Name & Signature of Key Holder

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Facility Management's Initials