

## **KEYS**

If an event is on the calendar, **Keys** may be issued one day before the event or the day of the event at the church office.

You must Sign In when the **keys** are removed and Sign OUT when the **keys** are returned. To sign out, all you need to do is check off the appropriate check off list that you received when you signed in at the parish office.

**Keys** must be returned the day or evening of the event.

**Keys** are to be placed in the mail slot.

No **key** is to be duplicated.

If you have a scheduled event and have been issued **keys**, it is your responsibility to make sure that the facility is secured when you have completed your function.

Padlocks-relocked, heat off, windows closed---**Keys** Returned