



## Key / Access Request

### Personal Details

Firstname:

Lastname:

Company (if applicable):

Street Address:

Email:

Mobile:

Home:

Drivers Licence No:

### Access Details

#### User designation

Parishioner

Staff

Hirer (Regular)

Hirer (Casual)

#### Access Requested

Parish Hall

St David's Church

St George's Church

Parish Office

#### Additional Internal Access

If you require additional access to internal spaces that are normally locked please specify what space you require access to and your reason for accessing them.

### Access Policy and Acknowledgement

In signing below, I acknowledge that

- access is granted to an individual and is not transferable
- it is my responsibility to report all lost/stolen keys / access cards or fobs to the parish office
- that replacement access cards or fobs may be charged for (Replacement Fee \$20)
- that losing a key (not a card or fob) may require the rekeying of some or all of the parish properties at significant cost (in excess of \$2000) which may be charged to the key holder
- it is my responsibility to return my key / access card or fob to the parish office at the end of required access period or upon ceasing to be a parishioner
- access of each individual card holder is tracked and recorded
- access is granted and may be revoked at any time at the discretion of the Rector or Wardens in the absence of a Rector

**Signed**

**Date**

## Office Use Only

Access Device Type	Number	Date Issued	Date Returned
Grey Key Fob			
Blue Key Fob			
White Swipe Card			
Red Swipe Card			
Restricted Key			

## Driver's License

Driver's licence with photo ID sighted  
Photocopy of driver's licence taken