

**First Unitarian Church of Lynchburg, Unitarian Universalist  
Application for Church, Fellowship, or Unitarian House Key**

Applicant Information:

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

Contact Name: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Key is needed for the following:

Church \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Unitarian House \_\_\_\_\_

Long Term \_\_\_\_\_ Short Term/Specific Event \_\_\_\_\_

Reason Key is Needed: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name and Title

Approved by : \_\_\_\_\_

Name and Title

Requires approval by one of the administrative assistants in Group A and one of the church board officers in Group B:

Group A  
Courtney Brown  
Kim Sinha

Group B  
President, Betty Corbin  
Vice President, Steve Glenn  
Secretary, April Speed-Keane

Date Key Returned \_\_\_\_\_

Key Received By \_\_\_\_\_

Note: A \$100 charge will be collected for any lost key to help offset cost of key replacement or lock changes. It is expected the key will be returned promptly when the purpose for which it was obtained is no longer applicable. The Church reserves the right to rescind key authorization at any time without cause.