

First Baptist Church



313 N Poplar Street
Paris, Tennessee 38242
(731) 642-5074

Church Door Key Application

While in your possession, absolutely **NO** key is to be loaned out. Any individual desiring a key must complete this Church Door Key Application and submit the application to the church office for approval by the Security Committee. For temporary use, the key must be returned promptly after use **TO THE CHURCH OFFICE** to provide assurance the key is returned. If the key is not returned, the individual will be responsible for incurred costs. Whether it be temporary or permanent, our security depends on the safe-keeping of your key!

Date of Request: _____

Name of individual requesting key: _____

Explanation of need: _____

What area of the building will you access: _____

Specific dates & times: _____

Temporary or permanent need: _____

If temporary, date will key be returned: _____

Signature of responsible party: _____

FOR OFFICE USE ONLY

Approved [] Declined [] Comments: _____

Date Key Given: _____

Date Key Returned: _____ Security Committee Member Signature: _____