

QUEEN OF PEACE PARISH
BUILDING KEYS RENTAL
\$50.00 REFUNDABLE DEPOSIT

NAME _____

PHONE NUMBER-DAYTIME _____ EVENING _____

BUILDING/ROOM KEY NEEDED _____

DATE(S) OF EVENT _____

TIMES FOR EVENT _____

ORGANIZATION/TEAM _____

HAS THIS EVENT ALREADY BEEN SCHEDULED WITH FRONT OFFICE? _____

KEY PICK UP DATE _____ RETURN DATE _____

APPLICANTS SIGNATURE _____

STAFF PERSON SIGNATURE _____

DATE APPROVED _____

PLEASE NOTE: PERSON PICKING UP KEY IS RESPONSIBLE FOR RETURN

Please submit this form to the Parish office. A copy of this form will be returned to the applicant, signed and dated, and will serve as verification that your key request has been approved. The original will remain on file in the office. The deposit will be returned when the key has been returned to the front office.