

**WELLESLEY HILLS CONGREGATIONAL CHURCH**  
207 Washington St.  
Wellesley, MA 02481  
781-235-4424  
[www.hillschurch.org](http://www.hillschurch.org)

**Key Number:** \_\_\_\_\_

**KEY HOLDER ACKNOWLEDGEMENT**

**For dates** \_\_\_\_\_ - \_\_\_\_\_

I acknowledge that I have been assigned and accepted a door key to the Wellesley Hills Congregational Church (WHCC) for the following reason:

\_\_\_\_\_

I agree that:

- I will not lend this key to anyone else nor will I attempt to have a duplicate or duplicates made.
- I will return this key when I no longer have the organizational responsibility I now have which requires the use of a door key.
- I also agree that I will not be in the church building without another adult present with a child or youth that is either not my own, and for whom I have custody, or for whom I am not the legal guardian.
- I understand that by virtue of holding a key to WHCC, I am a steward of the Church and all its concurrent liabilities.

WHCC's *Safe Church Policy* requires that this form, or a similar form, be completed annually as long as an individual is assigned a numbered and controlled key for Wellesley Hills Congregational Church.

Printed Name: \_\_\_\_\_

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

Address:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date of agreement: \_\_\_\_\_

Key Holder Acknowledgement recorded on _____ by _____
for Wellesley Hills Congregational Church
FOR OFFICE USE WHEN KEY IS RETURNED Date returned: _____ Received by: _____