

**PARISH OF BAXENDEN ST JOHN
AND ACCRINGTON ST PAUL
Key Holder Registration**

Registered To:

Blue Key Number:.....

1. All keys are the property of St. John's Church and are issued on behalf of the PCC
2. Keys must not be given to anyone else without permission from the Vicar, Churchwardens and the Booking Secretary. If any key is found in possession of an unauthorised user it will be recalled by the Churchwardens
3. Keys must not be copied and anyone found obtaining counterfeit copies will have their keys recalled by the Churchwardens and legal action may be taken
4. Keys are issued to enable the user to undertake their role/event within the Church building, and they must be returned when this role/event comes to an end, or when requested to do so by the Churchwardens
5. All keys are issued subject to the terms and conditions set out in the User Agreements and the General Rules governing the use of St John's Church
6. Keys are issued to one person, and that person may be authorised to share their keys with other documented users shown below. Responsibility remains with the persons who the keys are first issued to, and they are responsible for ensuring prompt return of all keys

Key Issued to

Print name

.....

Signed

Authorised User 1

Print name

.....

Signed

Authorised User 2

Print name

.....

Signed