



JENISON BIBLE CHURCH
6360 14th Avenue
Hudsonville, MI 49426



Application for Building Entry Code and/or Key

Name: _____

Address: _____

Home Phone: _____ Cell: _____

Email Address: _____ Application Date: _____

Are you a member? () Yes () No

Application is for: () Code () Key

(Codes are used to access the building, and keys to access locked rooms within the building.)

How long will you need this code/key? _____

What ministries are you involved with that require you to have a code/key? _____

Note: When you unlock the building, please take the responsibility to see that it is left in an orderly condition, and that the doors are locked when you leave. (Some doors do not always "catch" when closed, please double check when you leave.)

Please see reverse.

Please check days/times when your code needs to be active, or specify here:

(For security purposes, we prefer not to have codes active at times when not needed.
 ... for instance ... will you ever need to enter the building at 2:00 a.m.?)

	12-7	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-12
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Sat																	

By signing below, you are acknowledging the following:

If you are issued a key code or a key, it is only for the person named above. We would stress that you do not give this code or key to anyone including your spouse and other family members. If violated, this may be grounds for termination of your code or revoking of your key.

Key codes will be good for a maximum of one year, and then must be renewed.

If at any time there is a reason to believe your key code has been compromised, we reserve the right to ask you to change your code.

Applicant Signature _____

Below for Deacon Use Only

Code Number Assigned: _____

Date Code Expires: _____

Date Key Assigned: _____

Date Key Returned: _____

Notes: _____