



Key Fob / Traditional Key Request Form

Instructions

1. Please return the completed form to the Parish office.
 2. You will be contacted when the key or key fob is ready. Please bring any St. Mary key currently in your possession with you on the date of pickup.
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Section 1. Volunteer Contact Information

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

Section 2. Current Security Access

Do you currently have a traditional key for St. Mary? YES NO

If yes, please record the letters or numbers written on your traditional key: _____

Do you currently have a key fob for St. Mary? YES NO

Complete section 3 or 4, not both

Section 3. Ministry (please check all that apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Assisting Sacristan | <input type="checkbox"/> Athletic Board | <input type="checkbox"/> Funeral Host |
| <input type="checkbox"/> Boy Scouts | <input type="checkbox"/> Church Cleaner | <input type="checkbox"/> Continental Breakfast |
| <input type="checkbox"/> Eucharistic Minister | <input type="checkbox"/> Fish Fry | <input type="checkbox"/> Funeral Host |
| <input type="checkbox"/> Hospitality Minister | <input type="checkbox"/> Lifelong Faith Formation | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> St. Ben's Meal Program | <input type="checkbox"/> Sunday Baptism | <input type="checkbox"/> SVDP |
| <input type="checkbox"/> Wedding Host | <input type="checkbox"/> Other _____ | |

-- OR --

Section 4. Specific Dates/Times Request

Beginning Date: ____/____/____ Ending Date: ____/____/____

Day(s) of week (if applicable): Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Start Time: _____ (a.m. / p.m.) End Time: _____ (a.m. / p.m.)

Doors You Need to Access with Key Fob (please check all that apply)

____ Main Entrance (Door #1)

____ Gym Entrance (Door #6)

____ Playground Entrance (Door #8)

____ Bell Tower Entrance (Door #20)

____ Main Lobby to School (Door #L1)

____ Parish Hallway to School Stairwell (Door #M12)

____ Main Lobby to Parish Office (Door #L2)

____ Stairwell to Cafeteria Hallway (Door #G14)

____ Main Lobby to Gathering Space (Door #L4)

____ Stairwell to 3rd Floor Hallway (Door #U14)

____ Parish Lounge to School Office (Door #M7)

____ Elevator-Cafeteria ____ Elevator-3rd Floor

Section 5. Traditional Key(s) needed (please check all that apply)

____ Haiti / SvDP Room

____ Boy Scout / Festival Room

____ Concessions

____ Kitchen Storage

____ Altar Society Closets

____ Church (Sacristy, Brides Room, Meeting Room)

____ Other: _____

For office use:

Staff Name Approving Key(s): _____

Staff Signature: _____ Date: _____

Form Received by: _____ Date: _____