



**First United Methodist Church
Land O Lakes**

6209 Land O Lakes Boulevard
Land O Lakes, Florida 34639
(813) 996-3533
office@lolumc.org

Request for Church Facilities Key Access First United Methodist Church of Land O Lakes, FL

Before any individual is provided key access to use church facilities the current FUMC-LOL Facility Use Policy must be reviewed, completed, signed, and submitted for approval by the Facilities Use Team or their designee.

Requestor Information:

Printed Name: _____ Date: ____/____/____
 Legal Address: _____ (street #1) Phone: ____ - ____ - ____
 _____ (street #2) Email: _____
 _____ (city,state,zipcode)

Key Access Request To: Sanctuary _____ **Spiritual Life Center** _____ **Youth Hut** _____

Does Requestor have other church assigned keys: _____

Is Requestors access for a regularly scheduled event? Yes: ____ No: ____

Event Name: _____ Event is Listed on Church Calendar: Yes: ____ No: ____

Date of Event: ____/____/____ Time of Event: _____ AM / PM

Type of Key Access Requested: Physical Key: _____ Scheduled Automatic Access: _____

Approval for issuing of keys or scheduled access is at the sole discretion of the Leadership Board of First United Methodist Church Land O Lakes, Florida, or appointed designee. Keys or scheduled access are issued for the use of the Requestor ONLY and may only be used at the requested dates and times.

All keys or scheduled access are the sole property of First United Methodist Church Land O Lakes, Florida and may be rescinded / recalled by the Leadership Board or their designee at any time and without explanation.

I have read the above requirements, have signed the Facility Use Policy and my signature below is my acknowledgement.

(Signature)

(Date)

Physical Key(s) Received: _____

(Date)

(Initials)

For Church Administrative Use:

Administrative Approval Name: _____

Date: ____/____/____

Key Provided & Number: _____

Date: ____/____/____