



YOUTH HOUSE KEYCODE

REQUEST FORM

COMPLETE THIS FORM

Please complete this form to request a keycode that will grant you access to the Discovery Church Youth House. Once completed, this request will be evaluated by security. If the request is approved you will be provided a four digit keycode.

NAME OF REQUESTOR: _____

ASSOCIATED MINISTRY: _____

WHAT DO YOU NEED ACCESS FOR?: _____

PREFERRED 4-DIGIT KEYCODE (OPTIONAL): _____

Your optional keycode will only be used if security approves. Security reserves the right to assign an arbitrary code.

EXPECTATIONS OF KEYCODE HOLDERS

- An expectation is that you will not share your keycode with other people.
- An expectation is that if you unlock the house you will make sure the house is locked and secured when you leave.
- An expectation is that if you must leave, while the house is still occupied, you will ensure that another person who has a keycode commits to locking and securing the house when they leave.
- An expectation is that you will not allow anyone into the Youth House except for scheduled ministry activities.
- An expectation is that you will ensure all of your ministry activities are scheduled with the church office.
- An expectation is that if you identify any maintenance or housekeeping issues while in the house you will take responsibility for reporting the situation to the church office or security.
- An expectation is that if your ministry no longer requires you to have access to the Youth House, you will inform the church office or security so your keycode can be deactivated.

SIGN & DATE: _____

I agree to meet the expectations listed above.