

# Evangelical Formosan Church of East Valley

## **Key and Alarm Code Request Form 鑰匙和警鈴密碼申請表**

Requester's Name 申請人姓名

Phone 電話

Reason for needing a church key and alarm code 需要教會鑰匙與警鈴密碼的理由

From Monday to Saturday, when do you need to enter to the church facility? 你在週一至週六什麼時候需要進入教會場地?

I understand that key and alarm code is a matter of church facility safety, ensuring building security and minimizing potential for loss or theft of property. As such, I agree to use assigned key and alarm code for **official EFCEV purposes** only. I agree to maintain assigned key and alarm code in a secure and responsible manner. I will not share key and/or alarm code with others. I agree that upon duties/responsibilities separation during the year or at the end of the calendar year, I will return to EFCEV all keys that have been issued to me. 這是教會的安全措施，我同意用鑰匙和警鈴是為了教會的事工和需要，我會負責且不會將鑰匙和警鈴密碼給別人，年中不再負責相關教會事工或每年年度結束時，我會將鑰匙交回教會。

Requester's Signature 申請人簽名

or e-signature 或電子簽名 Date 日期

Admin Division Head Approval 行政負責人批准 or e-signature 或電子簽名 Date 日期

Council Board Chair Approval 同工會主席批准 or e-signature 或電子簽名 Date 日期

Key Type/No. Check-Out Date Check-Out Processed By Check-In Date Check-In Processed By

Alarm Code Assigned Date

Alarm Code Processed By