

Key Holder Agreement

Our Lady of Guadalupe Parish, Dartmouth

Date:

BETWEEN:

(hereinafter referred to as 'Key Holder')

-and-

Our Lady of Guadalupe Parish (hereinafter referred to as 'OLG')
10 Maple Street Dartmouth, NS B2Y 2X3

TERMS

Keys and security codes issued by OLG are assigned to the Key Holder and are not to be shared, lent out, or assigned to any other persons, groups, committees, ministries, etc. Only the Key Holder should use the key to access OLG property. Reproduction of keys is not permitted without authorization.

Keys and security codes are only to be used for the purposes for which they were assigned. All bookings, events, meetings, and activities on OLG property need to be requested through and approved by OLG.

All keys are property of OLG and must be returned in a timely manner upon cessation of purposes described, and/or upon request of OLG. OLG reserves the right to recall keys and/or cancel security codes at its sole discretion.

Lost keys are to be reported to OLG as soon as possible.

Key Holder is responsible for securing OLG property before leaving the premises. Locking doors and windows, arming security systems, turning lights off, etc.

Key Holder shall make all the necessary arrangements to the satisfaction of OLG to ensure safety and security measures are followed while on site. Key Holder must comply with all relevant Responsible Ministry Protocol requirements as prescribed by the Archdiocese of Halifax-Yarmouth.

Key Holder

OLG (I/We have the authority to bind OLG)

Key(s) assigned:

Code(s) assigned: