

ACCESS CARD/KEYS REQUEST APPLICATION FORM

St. Elizabeth Ann Seton Parish & Seton Catholic Schools

This is to request the Pastor/Administrator Principal Coach to grant me [print full name] _____ access to one or more of the below mentioned facilities for the purpose of Cleaning Sports Sacristy work Maintenance Rentals ministry other [Specify] _____ from _____ to _____

I hereby recommend _____ to access one or more of the below mentioned facilities for the purpose of _____ I vouch to the best of my knowledge for the trust and credibility of this person.

- Seton Catholic School Gym located on 233 South 5th Street, Richmond, IN.
- Seton Catholic Junior/Senior High School located on 233 South 5th Street, Richmond, IN.
- Seton Catholic School – Primary building located on 700 N. A – Street, Richmond, IN.
- Seton Catholic School – Intermediate building located on 801 West Main Street, Richmond, IN.
- Holy Family Catholic Church located on 815 W. Main Street, Richmond, IN.
- St. Mary Church located on 720 North “A” Street, Richmond, IN.
- St. Andrew Church located on 235 South 5th Street, Richmond, IN.
- Newman Center at Holy Family Campus Rectory at 720 A Street, Richmond, IN

Acknowledgement

I hereby agree to the following terms and conditions:

- I will use this/these facilities for the purposes intended and make sure the doors remain shut all the time,
- I will not bring/use alcohol or smoke in these facilities,
- I will not hand the access card/keys to unauthorized persons including family members,
- I will return the access card to the parish office upon completion of the intended use,
- I will not use the facilities between 10:00pm and 5:00 am, unless a major event is in place,
- The access card may be deactivated without prior notice,
- I will reimburse the parish if the card/key is lost or destroyed,
- I will reserve the facilities for use and provide insurance coverage, if applicable.

Signature

Signature of person recommending

Approved by the Pastor

Date