



THE CHURCH  
OF THE  
HOLY NAME

7 North Jesmond Avenue  
Jesmond  
Newcastle upon Tyne NE2 3JX  
0191 281 0940  
welcome@holynamesmond.co.uk  
www.holynamesmond.co.uk  
Diocese of Hexham and Newcastle  
Registered Charity 1143450

Key  
Number

**Key Log Sheet**

**Church of the Holy Name,**

**Hall Located at 7, Towers Avenue, Jesmond, Newcastle Upon Tyne NE2 3JX**

I ..... hereby sign for a set of keys to: (tick)

**Church of the Holy Name**

**Church Hall**

**Presbytery**

I understand that I must only use the key(s) for the purpose of issue only.

I understand that the key(s) **CANNOT** be passed to any other person without prior arrangements made with the Parish Priest.

I understand that I am responsible for the key(s) and must pay for any replacements if lost or damaged.

I understand that if I lose any of the key(s) it must be reported to the parish secretary.

I understand that I shall not keep the alarm number in the same place as the key.

I will not obtain a duplicate set of keys.

I have read all of the above statements and fully understand my responsibilities.

PTO for completion of issue details

**TO BE COMPLETED WHEN KEYS ARE ISSUED**

Date keys handed over:

Name of key holder:

Address:

Telephone Number:

Signature of key holder:

**TO BE COMPLETED UPON RETURN OF KEYS**

Keys returned to:

Return Date:

**Please record here any issues arising:**

Empty box for recording issues.