

ST. JOHN'S CHURCH
KEY CONTROL AGREEMENT

Lessee: _____

Key-holder's Name: _____

Key-holder's Address: _____

Key-holder's Phone: _____

I acknowledge receipt of Key #____ (the "**Key**") and agree to maintain it under my personal control or in a secure location at all times until the earliest of (i) the termination of the Lessee's use of the facilities at St. John's Church, 4 Fountain Square, Larchmont, NY; (ii) my transfer of possession of the Key to a new key-holder, as provided in this Agreement; and (iii) demand by St. John's Church (the "**Church**") that the Key be returned. I further agree (i) not to duplicate, or attempt to duplicate the Key and (ii) unless I have previously transferred possession of the Key to a new key-holder pursuant to this Agreement, to return the Key to the Church office upon termination of the Lessor's use of the Church's facilities; or upon demand by the Church. Prior to transferring the Key to any replacement key-holder, I shall notify the Church of such proposed transfer and deliver to the Church a new Key Control Agreement properly executed by the transferee key-holder. In the event of loss or theft of the Key, I agree to immediately notify the Church office.

I understand that the Key is the only key that the Church will assign to the Lessee.

I further understand that the Church will not return the Lessee's security deposit until the Key has been returned to the Church office.

Key-holder's signature: _____

Date: _____