SOUTH BURLINGTON SCHOOL DISTRICT

Request for Key Assignment

Name:				School:	
Job title:					
<u>Lim</u>	<u>Limited Access</u>				
1.	Keys are only issued to SBSD employees upon authorization and signature on Key Request form. Keys will not				
	be issued to students, interns, contractors, student teachers, or volunteers.				
2.	Keys are only issued with appropriate, authorized signatures agreeing to terms of key possession.				
	Each employee must accept responsibility for the secure and authorized use of any issued key.				
	Master keys will not be assigned to faculty or staff members.				
Key	y Issue Agreement	: In exchange for the	loan of this key, I agree:		
1.	To use the key for authorized purposes only;				
2.	To safeguard and store the key securely;				
	To immediately report any lost or stolen keys to the Facilities Coordinator or my direct supervisor;				
	To produce or return the key upon official request or at termination, as keys are the property of SBSD;				
	Not to give or loan the key to others, including, but not limited to other employees, students, visitors, interns,				
٥.	student teachers, volunteers, or contractors;				
6.	Not to make any attempts to copy, alter, duplicate, or reproduce the key;				
7.					
٠.	improper use or k	eys and, or randre to r	onow key assignment rates may	be subject to disciplinary detroit.	
<u>Lost or Stolen Keys</u> : The decision to reissue a lost or stolen key will be determined by District Administration. Generally, if any individual has two or more separate incidents of lost, stolen, or non-returned key violations					
	within a one-year period, key privileges may be modified or revoked. The District reserves the right to levy				
monetary charges which may vary by the number of locks operated by the lost or stolen key(s).					
Employee Signature: Date:				Date:	
zampioyee signature.					
	_				
Sup	Supervisor's Signature: Date:				
<u>Em</u>	ployee Requests:		<u>Facilities Office Use Onl</u>	<u>v:</u>	
Roc	om Number:	Key Number:	Key Return Date:	Reason:	
	om Number:	Key Number:		Reason:	
	om Number:				
	om Number:				
	om Number:			Reason:	
	om Number:			Reason:	
	om Number:				
KOC	om Number:	Key Number:	Key Return Date:	Reason:	