Building Key Usage Agreement

Building:

By signing this document I, __________________________________________________ agree to the following:

1. I have received a key(s) to the following areas.

   Key Number: ________________   Room: ________________
   Key Number: ________________   Room: ________________
   Key Number: ________________   Room: ________________
   Key Number: ________________   Room: ________________
   Key Number: ________________   Room: ________________
   Key Number: ________________   Room: ________________

2. I have read Administrative Guideline 7440 - Facility Security on Page 2 and I will not share my keys with any other employee or non-employee.

3. If I lose this key, I will notify the district immediately so that the key can be replaced. I will pay $25 for key replacement.

4. Failure to comply with this agreement may result in disciplinary action.

_______________________________________________        ________________
Signature                              Date

_______________________________________________        ________________
Check Out By:              Date

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District Use Only

Returned:

   Key Number: ________________   Date: ________________
   Key Number: ________________   Date: ________________
   Key Number: ________________   Date: ________________
   Key Number: ________________   Date: ________________
   Key Number: ________________   Date: ________________
   Key Number: ________________   Date: ________________

_______________________________________________        Date
Returned To:                                      

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St. Francis School District
Administrative Guidelines

7440 - FACILITY SECURITY

Distribution of Keys

Master facility keys will be distributed by the Business Manager for the District. Only those staff members who are responsible for the operation of a particular space shall receive a key. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys in order to fulfill their assignments.

In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The Business Manager will maintain a file of master keys. Any unauthorized person found to have a master key or a duplicate in his/her possession shall be held in violation of this guideline.

Security

In order to be properly protected against theft:

A. staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term;

B. no money or valuables are to be left in the room;

C. at no time shall students be given keys for their use;

D. staff members must keep possession of their keys;

E. staff members should secure valuables at all times;

F. classroom doors should be kept locked when the classroom is empty;

G. prior to leaving school each day, staff members must close windows and lock doors to their rooms;

H. staff members are responsible for the equipment and supplies in their classrooms or offices. Should any items "disappear," the Principal must be notified immediately;