

(School District)
Key/Key Card Issuance Contract

As an employee of (School District), I understand that building keys/keycards issued to me are for my use only, and will not lend them to un-authorized persons (non-employees of School District), have copies made, nor allow for copies to be made.

I further understand the failure to abide by the tenets listed above will cause for disciplinary action, up to and including legal action and payment of restitution for re-keying the building.

Employee Signature

Date

Key Card Number _____
Key _____
Key _____
Key _____
Key _____
Key _____