



KEY CHECK-OUT FORM

Responsible Party: _____
PRINT & SIGN

Organization: _____

Key Access: _____

Date Out:	Date In

City Employee: _____
PRINT & SIGN

Disclaimer:

- Key(s) is the responsibility of the party above, and is not subject for loan to a third party.
- A \$50.00 (fifty dollar) fee will be assessed for any lost or stolen key for lock replacement expenses.