Key Checkout Agreement

MANOR

Key ID#	Access	Date Issued	Date Returned
•			
Proxy	Card:		

In consideration of the safety and security of our students, staff, and property, please read the following agreement, the attached proximity card guidelines and sign below. Upon issuance of the above keys/proxy card, I assume full responsibility for their security, agree to, and understand the following:

- 1. All district issued keys are the property of Manor ISD and shall not be duplicated.
- 2. All district issued keys are for the sole use of the employee listed above and shall not be loaned, temporarily or permanently, to *any* other person.
- 3. Students shall not use or be in possession of district issued keys at any time.
- 4. District issued keys shall not be left in desk drawers, mailboxes, or other unsecured areas, nor left for substitutes.
- 5. Lost keys shall be reported to the Facilities and Construction Department immediately at 512-278-4055.
- 6. District employees losing or otherwise not returning district issued keys are responsible for payment of the following expenses.
 - a. A key not requiring lock replacement-\$ 10.00 per key.
 - b. A key requiring lock replacement-\$ 25.00 per key.
 - c. Each lock requiring replacement-\$ 25.00 per lock.
 - d. Maximum cost for lost keys and lock replacement- \$ 500.00 per incident
 - e. Lost Proxy Card-\$25.00

Your cooperation with these guidelines will help keep our, students, staff, and schools safe and reduce maintenance costs.

Campus/Department:	
lssued By:	Date:
Key Holder Signature:	Date:
Key Holder Print:	