

Scappoose School District 1J

Code: **KG-AR(2)**
Revised/Reviewed: 7/12/10; 4/19/18
Orig. Code(s): KG-AR(2)

Distribution of Keys Agreement

At the discretion of the district, the issuance of keys may be made to the designated representative on the facility use agreement to Community Partners. The keys will become the responsibility of the designated representative. Keys are not to be transferred, duplicated or loaned out to other person(s), groups or organizations.

Name of community partner: _____

For building: _____

The representative of the sanctioned organization agrees to the following:

1. Keys may be dropped off at any school building or the district office.
2. The group or organization will be responsible to follow the district policies and administrative regulations.
3. Damage or alarm call fees will be the responsibility of the group or organization.

Representative of Community Partner

Date

Facilities Manager

Date