



TEMPORARY KEY POSSESSION FORM

NON-EMPLOYEE

USE ONE FORM FOR EACH KEY

Name _____ Company/Organization _____

Building(s) _____

Date of Issue _____ Date of Return _____ Key Number _____

Key Issue Agreement: In return for the loan of this key, I agree: 1) not to give or loan the key to others; 2) not to make any attempts to copy, alter, duplicate, or reproduce the key; 3) to use the key for authorized purposes only; 4) to safeguard and store the key securely; 5) to immediately report any lost or stolen keys; 6) produce or surrender the key upon official request. I also agree that if the key is lost, stolen, or not surrendered when requested a charge that reflects the cost of changing any and all locks affected, may be assessed.

EXPLAIN REASON FOR KEY USE _____

___ Attached Email Justification

Signature _____ Date _____

Department Director Signature _____ Date _____

Public Works Director Signature _____ Date _____

Section 2, for office use only

Amended Return Date _____

Reason _____

___ Director Initial

Key Returned
Name _____

Signature _____ Date _____

Public Works Director Signature _____ Date _____