CLEARVIEW SCHOOL DIVISION
(CLEARVIEW PUBLIC SCHOOLS)
Key(s) Use Authorization and Acceptance Form

Key(s) Use Authorization Form – To be completed by Issuing School/Department

School/Department _____ Authorized by: _____

I authorize the listed employee/contractor to be issued the following key(s)and/or /access cards for access to Clearview Public Schools facilities:

Name of Key(s) holder: _____ Job Title _____
Department: _____ Email Address: _____

Key(s)/Card Number	Building/Room	Date Issued*	Date Returned*

Key(s) Acceptance and Use Agreement – To be completed by Person Receiving Key(s)

For and in consideration of the use of the above listed key(s)s to the Division's premises, the undersigned hereby acknowledges receipt of such key(s)(s), and **agrees to use such key(s) only in accordance with the Clearview Public Schools Key(s) Control and Access Policy.** In the event any Division key(s) in Key(s) Holder's possession is lost or stolen, the Key(s) holder agrees to report such loss or theft immediately to his/her supervisor.

The undersigned agrees that the above key(s)s remain the sole and exclusive property of Clearview Public Schools while in the undersigned's possession and agrees to return all key(s)s to his/her supervisor upon termination of Divisional duties or upon termination of School Division duties or within one business day of request of the Supervisors. The undersigned agrees that a key(s) replacement fee of up to $450.00 may be charged by the Division for each key(s) not returned. In addition, the undersigned agrees to reimburse the Division the actual cost of re-keying the lock(s) and agrees that Clearview Public Schools may withhold such re-keying costs from any payments due the undersigned, including but not restricted to final day termination pay and/or vacation payouts.

The undersigned understands that his/her name will be listed as the person responsible for the above numbered key(s).

_____
Signature of person receiving key(s)   Date

_____   _____
Print Name   Extension

*Key(s) holder shall initial date of issuance and return for each key(s).

Form 543-1