

ECACS Agreement
Building Keys or Key Fobs
for User Groups

Key Holder _____

Location _____

I have been issued the following keys:

I understand that building security is extremely important in order to prevent theft and to ensure the safety of people working within the buildings. I will safeguard that keys that are in my possession and will not give them to anyone, including activity participants or family members. I will not make a copy of the keys.

I will return these keys immediately when requested or the user group is no longer using the facility.

Date: _____

Signature of Key Holder: _____

Signature of Principal or Supervisor: _____