



# CITY HALL KEY CHECK-OUT

## Key Checkout Procedures

1. The City Clerk must have the recipient(s) of a City Hall key read and sign this document prior to checking out a key to the recipient.
2. Recipients of a City Hall key must complete this Key Checkout Form each time that recipient checks out a key.
3. Recipients must provide photo identification, payment (unless a non-profit), along with a copy of a credit or debit card, which shall be copied and kept with the Key Checkout Form.

Charge for the use of City Hall is \$25. (Unless use is for a non-profit Organization)

For ALL Parties – If the Key is returned as agreed upon and the room is left in good order the card on file will not be charged, and copies of the card information and driver’s license will be shredded once the key is returned. Should the key not be returned the card on file will be charged for the cost to change the locks at City Hall. Should the City Hall need to be cleaned after use, the card on file will be charged the cost to clean.

4. Keys may be picked up the business day prior or day of the use of City Hall unless earlier arrangements are made with the City Clerk.

Name of Person/Organization Using City Hall \_\_\_\_\_

Is this a non-profit organization: YES / NO

Date City Hall will be used \_\_\_\_\_ Time needed \_\_\_\_\_

### Recipient Agreement

I \_\_\_\_\_ (“Recipient”) agree to the following conditions about the use of keys assigned to me on a temporary basis to access the BACKUS CITY HALL.

### Initial Each Item Below

\_\_\_\_\_ 1. I shall use the assigned key only as authorized and will not allow anyone else not listed in this agreement to use the key to gain access to City Hall.

\_\_\_\_\_ 2. I shall not duplicate or alter the key(s).

\_\_\_\_\_ 3. If I lose the key issued, I will immediately report the loss to the City Clerk who issued me the key, and I shall pay for all locks to be changed at the property.

\_\_\_\_\_ 4. Key issued shall be returned by the close of business the day after I arranged to use City Hall. If City Hall is closed the key can be left in the locked drop box to be collected the next business day. If I do not return the key, I was issued I shall pay for all locks to be changed at the property.

\_\_\_\_\_ 5. Keys are to be “checked out” and “returned” as authorized. If I am asked to return the key, I will do so immediately.

I have carefully read and reviewed the City Hall Key Checkout Agreement; I fully understand it and I execute it voluntarily.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

App. Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_ Date Returned: \_\_\_\_\_