



Bastrop
Independent School District



BASTROP ISD KEY CHECKOUT AGREEMENT

CAMPUS/DEPARTMENT: _____

KEYS DELIVERED/TRANSFERRED:

NUMBER OF KEYS	KEY I.D. #	ROOM # OR LOCATION

In consideration of the safety and security of our students, staff, and property, read the following agreement and sign below.

Upon issuance of the above listed keys, I assume full responsibility for their security and agree to the following:

1. All district issued keys are the property of Bastrop ISD and shall not be duplicated.
2. All district issued keys are for the sole use of the employee listed above and shall not be loaned, temporarily or permanently, to any other person.,
3. Students shall not use nor be in possession of district issued keys at any time.
4. District issued keys shall not be left in desk drawers, mailboxes or other unsecured areas, nor left for substitutes.
5. Lost keys shall be reported to your supervisor and the maintenance department immediately at 512-321-7307.
6. District employees losing or not returning district issued keys are responsible for payment of replacement cost of keys (\$50/per key) and any rekeying of locks at the actual cost and up to, but not to exceed \$500.00.

Your cooperation with these guidelines will help our students, staff, and schools stay safe and reduce maintenance costs.

Employee Name: _____ **Employee Signature:** _____

Issued by: _____ **Date:** _____