

Terms and Conditions for Key Usage

Please read these Terms and Conditions carefully before accepting and receiving any physical keys. This document is intended to be printed, completed, and kept on file for security and auditing purposes.

1. Ownership and Security

All keys issued remain the sole property of the issuing organization. The authorized key holder is responsible for the security of the key at all times. The key holder must not leave keys unattended or in unsecured locations.

2. Non-Transferability and Duplication

Keys are issued to specific individuals and are strictly non-transferable. Under no circumstances shall the key holder lend, exchange, or transfer the key to any other person. Unauthorized duplication of keys is strictly prohibited and may result in disciplinary or legal action.

3. Loss, Theft, or Damage

In the event that a key is lost, stolen, or damaged, the key holder must report the incident immediately to the security or administration office. The key holder may be held financially liable for the cost of replacement keys and any necessary lock re-keying procedures.

4. Key Return

All issued keys must be returned immediately upon request, upon transfer to a different department, or upon termination of employment or association with the organization.

Key Holder Agreement Sign-Off

By filling out the fields below, the key holder acknowledges that they have read, understood, and agreed to the Terms and Conditions for Key Usage outlined above.

Key Holder Full Name:

Employee or Student ID Number:

Key Serial / Identification Number:

Authorized Area / Room Access:

Date of Issue (MM/DD/YYYY):

Handwritten Signature (Sign after printing):