



Cloverdale Unified School District

KEY REQUEST FORM

Revised 08/19/16 Operation

Date form completed: _____

Who is Requesting Key(s) **Print Name:** _____

What Building/Door/Facility: _____ **Room No.** _____

Printed **Name** and **Original Signature** of **Site Administrator** who is authorized to assign Keys
To **Certificated** or **Classified Staff**, off campus **Coaches**, **Aides** and **Assistants**.

Department name (circle one): Athletic Director/Curriculum/site Administrator/Other please specify: _____

Print: _____

Signature: _____

Date Approved: _____

Key Name: HA/WA/JA	Stamped #	Door Location	For Facilities/Operations Use Only		
			By	Check out Date	Check in Date

Reason for Issuance of Keys:

Acknowledgement:

I am responsible for the safe keeping of all keys issued to me and agree not to exchange keys with anyone; to return all keys to the **Site** they were issued when they are no longer necessary; and to **notify** the **Site** and **Facilities** immediately upon discovery that any of the keys are **lost or stolen**. In the event that any key issued to me is unreturned I can be held responsible for the cost of any re-keying of locks necessitated by such loss or theft by decision of the Cloverdale Unified School District Board Policy.

I have read and understand the above excerpt from the Cloverdale Unified School Districts Administrative Policies and Procedures Manual.

Signature for Receipt of Key: _____

Date: _____

M.O.T Signature: _____

Date Key Delivered: _____

See reverse side for more information

Note: Please allow **36** hours from receipt of key request at Facilities Services for processing of request of keys to be issued. Keys can be picked up at the **M.O.T Office**, located at Cloverdale High School Bus Barn by appointment between **8:00 AM and 2:00 PM Monday through Friday** (excluding holidays). Please call 707-894-1905 to confirm if keys are ready for pickup. The requestor may have their keys picked up by a department representative with written authorization or email and **(Only if Certification of Issue has been signed by person requesting keys)**.

- **The approval of the appropriate Principal and or District Administrator is required** for the issuance of any key for their site.
- Sub Keys will be issued one key per room per site at the beginning of the school year and stored at each site office.

Key Request Form Instructions

Key request forms are to be completely filled out by the person(s) requesting issuance of keys and signed by the site Administrator who will then forward to the Operations Department by Inner School mail. Once Key request are processed, **keys will be available** for pick up **a maximum of 2** days, after which the order will be cancelled and the keys will become available to be issued to other persons. **Key requests with erroneous or missing information will be returned to the department for corrections.**

Please follow the instructions below when filling out key request forms:

1. Date of request.
2. Official Department Title. (Athletic Director, Curriculum, Administrator)
3. Telephone number/extension of department.
4. Department office building name and room number (building and room number where department is located).
5. *Original **name and signature** of department head authorized to approve issuance of keys.
6. *Original **name and signature** of department representative who shall be held responsible for the return of all keys issued to. This person shall be responsible for payment and/or collection of all charges related to the loss of these keys.
7. Name of person to whom keys are authorized to be issued **(only one name per key request form)**.
8. Building for which key(s) is/are to be issued **(one item per line)**.
9. Room Number(s) for which key(s) is/are to be issued **(one item per line)**.
10. Written justification for authorization of key issuance, to be completed for all.
11. Date and Signature of person to whom key(s) is/are being issued acknowledging the reading of Acknowledgement of statement and agreement with its contents.

***Note.-Facilities will not distribute any keys without the above items completed.**