**HELENA COLLEGE KEY REQUISITION FORM**

Appendix A

Name: _____ Position: _____

To increase the safety and security of Faculty, Staff, Students, Visitors, and Property at Helena College, we have implemented a key policy. Access for buildings will be with the use of a key, provided to each employee by administration as appropriate, and is to be used only for authorized building access. These keys are the property of Helena College, and are on loan to each employee for the duration of their employment. Each key has a special location use, and staff having access to multiple areas may be carrying multiple keys.

The keys are the responsibility of the individual, and as such, the obligations listed below shall be followed. Failure to do so may put the Helena College property and other employees and students at security risk, and may result in termination, or payment of any damages incurred through misuse of the key.

Guidelines:

- At no time will the key holder loan the key to anyone not employed by the college.
- Any key that is lost or stolen must be reported to Maintenance immediately. Failure to do so could result in payment of any damages incurred with the key and/or the cost of re-keying the affected area.
- A replacement key will be issued at a cost of $20.00.
- Any key damaged during the course of day-to-day activity will be replaced by Helena College at no charge to the individual.
- Any key purposely damaged will be replaced at a $20.00 cost to the employee and could result in payment of any related damages and/or the cost of re-keying the affected area.
- The key must be returned in the event of termination, retirement, lay-off, or other non-employment with Helena College.
- Failure to return the key could result in withholding a final paycheck to offset the cost of site re-keying.
- All key requests must be approved by a member of the Leadership Team.

Helena College takes the safety and security of Faculty, Staff, Students, Visitors, and Property seriously, and is expecting all employees and students to comply with the integrity of these measures. The sole intent of this policy is to secure the buildings, site, and facility in general from non-authorized personnel during non-business hours, and to protect the assets of Helena College.

I read, understand and will comply with the above written key policy.

| _____ | _____ | _____ |
|---|---|---|
| **Signature** | **Print Name** | **Date** |
| _____ | _____ | _____ |
| **Supervisor Signature** | **Print Name** | **Date** |
| _____ | _____ | _____ |
| **Assist. Dean or Dean / CEO Signature** | **Print Name** | **Date** |

**Key # / Location** _____ **Key # / Location** _____

**Date Keys Returned** _____ _____

**Director of Facilities**