



TEMPORARY KEY SIGN-OUT FORM

TERMS AND CONDITIONS

By accepting the keys/cards listed below, I understand and agree to the following:

- The keys/cards are and remain the property of Trent University at all times.
- I am responsible to take every reasonable precaution to safeguard the keys/cards from loss, damage, misuse or theft.
- I am responsible for the cost of re-keying and repairs resulting from the loss, damage, misuse or theft of keys/cards under my control.
- I will not use the keys/cards in an unauthorized manner or lend them to a person not authorized to control these particular keys/cards.
- I will return the keys/cards when requested by the issuing authority or whenever my employment and/or association with this Department and/or Trent University ceases.

AGREEMENT

I agree to the conditions of the Key Sign Out Agreement for Trent University Keys and take full responsibility and financial liability for any Trent University Keys loaned to me.	
KEY NUMBER	ROOM NUMBER
NUMBER OF KEYS BORROWED	ISSUED BY
KEY ISSUE DATE	KEY RETURN DATE
BORROWER'S NAME (PLEASE PRINT)	BORROWER'S SIGNATURE

NOTES

- Knock on the front door and wait for someone to answer before unlocking the door.
- **ALWAYS** lock the doors, unit and/or room, after you have completed your work.
- Return keys to issuing authority immediately after work has been completed. After hours, please put keys in the key drop box at the front door to Blackburn Hall.
- Please ensure keys are kept secure at all times. **Borrowers are financially responsible for loss of keys loaned to them.**