

**SERIES 700
SUPPORT SERVICES**

Board Exhibit 731.2

KEY RECEIPT AGREEMENT

I, the undersigned, hereby acknowledge receipt of the keys described below. I understand that the keys issued are the property of the Marshall School District and are not to be duplicated in any form, or loaned to another individual under any circumstances. I agree that it is my responsibility to promptly report any loss or theft of these keys, and that the keys are to be returned upon request, or when my need for them no longer exists. I further understand that loss of one or more of these keys may result in a fee assessment, equal to the cost of replacement. The cost of replacement may include rekeying the door and replacement of the core or lock. The assessment of fees is at the discretion of the District.

Key Holder: _____

Key Numbers/Description: _____

Key Holder's Signature: _____ Date: _____

Issued by: _____ Date: _____

Date Returned: _____ Received by: _____

Legal References:

Cross references: 731 Buildings and Grounds Security
731.2 Facility Access and Security
Board Rule 731.1 Key Control

Date of Adoption: November 18, 2009

Date of Revision: October 15, 2014