

McLean ISD

Request of Key to District Facility

Date

Person completing form (print name)

Keys *may* be issued to individuals to some of the district's facilities. The recipient of such key agrees to the following stipulations:

- The key ***may not*** be copied under any circumstances
- The key will be used ***only by*** the person checking out the key (*do not loan out the key*)
- The facility may not be used during school hours without principal/superintendent approval
- The facility will be left in order upon completion of use; equipment used returned to proper places
- The facility will be cleaned of any spillage/waste due to use prior to leaving
- The facility will be locked upon leaving
- The key will be returned to the business office upon completion of use
- Keys must be returned at any time as called for by district approved personnel

Failure to abide by the above stipulations may disqualify the person/organization from continued use of the facility.

Facility to be used _____

Facility to be used by _____ an individual

_____ an organization

name of organization _____

Reason for requested use _____

Expected date(s) of use _____

I agree to comply with the above stipulations regarding use of the key and facility requested, and understand noncompliance may be reason for discontinued approval of facility use.

signature

date

phone number

_____ approved _____ key number

_____ not approved

Superintendent's signature

date

**** This form should be attached to a Facilities Use Agreement form if applicable.**