

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** District Keys  
**POLICY NUMBER:** 2092  
**ADOPTED:** May 08, 2000  
**REVIEWED:** 09/26/13, 06/21/16, 09/11/20, 9/14/23  
**REVISED:** 10/12/04; 10/12/20

**2092.10** Regular employees will be issued master keys. Other District employees may be issued a master key if access to a number of District facilities is required in the course of their employment.

**2092.20** District employees who are issued master keys will be required to sign an agreement accepting responsibility for the key.

**2092.21** The master key agreement shall state that misuse of master key(s), including transfer of the master key to an unauthorized person, will result in disciplinary action.

**2092.22** The master key agreement will detail the applicable lost key fee that will be charged to the employee for the second loss of a master key, such fee to be set at an amount equal to the cost of purchasing new cores for all District locks.

**2092.23** District Board of Directors may be issued a key to a specific building as approved by the General Manager.

**2092.24** Non district employees may be issued a key to a specific building if it is rented for an event.

**2092.25** Non district employees will be required to sign an agreement accepting responsibility for the key.

**2092.26** Lost key fee will be charged per Policy 1060 - Miscellaneous Fee Schedule.