

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: District Facility Keys
POLICY NUMBER: 3095
ADOPTED: May 08, 2000
REVIEWED: November 14, 2013; August 9, 2016; February 12, 2020
REVISED: March 9, 2020

3090.10 All District owned facilities will be protected by District-issued security devices only.

3090.20 Keys will be issued by the District for specified time periods dependent upon the proposed use of the facilities. The party requesting the keys shall be required to sign an agreement of responsibility for damage to the facilities during use and timely return of facility keys. Any key issued by the District which is unreturned within the specified time period will be considered lost.

3090.30 Upon discovery that a District facility key has been lost, District staff will replace the affected security device and a lost key fee that includes the cost of the security device(s), installation and administrative labor will be charged to the party to whom the key was issued.

3090.31 Lost key fees and charges are detailed in Policy 1060 - Miscellaneous Fee Schedule.

3090.32 Lost key fees and charges will be billed directly to the party to whom the key was issued pursuant to Policy 1060 - Miscellaneous Fee Schedule.