



Temple City Unified School District

Key Contract

Key Issued to: _____ School: _____

Key No: (Description)

_____	_____
_____	_____
_____	_____

Regulations for the Use and Security of Keys

Security of Keys

1. Persons to whom keys are issued are responsible for the security of their keys at all times.
2. Keys shall not be given to students at any time.
3. Site master keys are assigned to certain employees and shall not be loaned to other persons. (Regulation 3515(b))
4. Keys should never be left in insecure areas such as on tables or placed in school mailboxes during the school day or night.
5. Individuals shall notify their immediate supervisor or designee immediately upon loss of a key.
6. District keys shall not be duplicated (regulation 3515(b)).
7. Classroom teachers shall return all keys at the close of the school year before the final pay warrant is issued. Keys may be reissued to the teacher if additional special use is required.
8. Each person issued a key shall be monetarily responsible for any key which is lost according to the following schedule:

Gate Key	\$10.00	Unit or Building Master Key	\$100.00
Cabinet Key	\$10.00	Site Master Key	Cost of re-key
Room Key	\$20.00		

I have read the above regulations for the use and security of keys and accept the condition of this contract for the keys which have been issued to me.

Issue:

_____	_____
Date Issued	
_____	_____
Receiving Person	Issuing Authority

Return Receipt:

Date Returned

Receiving Authority