

Building Keys Agreement

For community user groups

Notice of collection. The personal information collected on this form is collected by Grasslands Public Schools under the authority of POPA section 4(c), and the *Education Act* SA 2012 section 33(1)(c), (d) and (i), in support of making school facilities available for community use. This notice is provided in accordance with POPA section 5(2). The information is used to record who holds keys or key fobs to a school facility, to contact the key holder about their return, and to administer the security deposit.

If you have any questions about the collection or use of this information, please contact the Access and Privacy Coordinator at privacy@grasslands.ab.ca or 403-793-6700.

KEY HOLDER

USER GROUP

LOCATION (SCHOOL OR FACILITY)

DATE ISSUED (YYYY-MM-DD)

Keys or key fobs issued

I HAVE BEEN ISSUED THE FOLLOWING KEYS OR KEY FOBS

I understand that building security is extremely important in order to prevent theft and to ensure the safety of people working within the buildings. I will safeguard the keys or key fobs that are in my possession and will not give them to anyone, including activity participants or family members. I will return them immediately when requested, or when the user group is no longer using the facility.

A deposit is required before issuance and is refunded when the keys or key fobs are returned. See AP-605 "Keys" for the current amount.

Signatures

SIGNATURE OF KEY HOLDER

DATE (YYYY-MM-DD)

SIGNATURE OF PRINCIPAL OR SUPERVISOR

DATE (YYYY-MM-DD)

Facilities use only

DEPOSIT RECEIVED

KEYS OR FOBS RETURNED

DEPOSIT REFUNDED