

**7741 SOUTHEASTERN LOCAL SCHOOL DISTRICT SECURITY KEY/FOB REQUEST
KEY USAGE AND/OR LIABILITY PROTECTION FOR EXTRA CURRICULAR AND
OTHER PRIOR APPROVED ACTIVITIES**

Use of Keys

1. Keys will be issued to all individuals approved by the Board of Education for a specific activity whether they are paid or unpaid.
2. Keys for all coaches other than the head coach, as well as other individuals approved by the Board, shall be date specific. The exception shall be the Weight Lifting Coach who shall be authorized a key for the period January 1st, to the last day of football season.
Example: Baseball; from the date of the first practice to the last day of the season
 Football; from the date of the first practice to the last day of the season
 Outside school activities; for specific dates as approved by the Board
3. Keys for Head Coaches will be activated for the entire school year.
4. The application process for keys begins with the proper completion of the attached form and approve by both the Principal and Superintendent.
5. All keys must be returned to the Head Coach and then to the Head of Buildings and Grounds within fourteen (14) days after the conclusion of the activity.
6. The school District Treasurer shall issue an invoice in the amount of \$10.00 each to the Head Coach or Activity Advisor for each key reported not returned within fourteen (14) days.

Liability

1. The prior approval by the Board will include specific dates that shall serve as the Board's approval and liability protection for individuals engaged in a specific approved activity.
2. Individuals issued keys shall be trained in the use of the security system and shall be responsible for false alarms incurred.
3. Individuals who lend their keys to other individuals understand that they are liable for accidents, injury, or damage incurred to the facilities when another person uses their key. When there is a known case of transferring of the key, the key shall be turned off.
4. The Superintendent shall periodically update the Board regarding facility usage, false alarms, misuse of keys, and any breach of security.
5. The Head of Buildings and Grounds shall disarm all keys at the conclusion of the designated activity.

Important! It is understood that my signature to this application to utilize a key for a facility under the control of the Southeastern Local School District, indicates that I have read, understand, and agree with the terms and conditions as outlined under the headings, "Use of Keys" and "Liability", as specified above.

Applicants signature of agreement to terms and conditions: _____
While I seek Board of Education approval for this Activity;
I do _____ do not _____ require a key.

SOUTHEASTERN LOCAL SCHOOL DISTRICT SECURITY KEY/FOB REQUEST

Person requesting fob and/or keys: _____

Specific reason: _____ Specific dates of the activity: _____

Building Principal approval: _____ Date: _____

Athletic Director approval: _____ Date: _____

Superintendent approval: _____ Date: _____