

ACCESS TO BUILDING FORM
RAPID CITY AREA SCHOOL DISTRICT No. 51-4

All Keys/Key Fob will be issued by:
Facility Services 394-4105 or the Maintenance Department 394-4081

Building:		
Project Name:		
Project Area and Description:		
Project Start Date:	End Date:	
Purchase Order Number:		
Contractor Name:		
Contractor Phone Number:		
Contractor Fax Number:		
Name of Person Picking up Key/Key Fob:		
Phone Number:		
Any user of the Rapid City Area Schools property shall sign this statement that indemnifies and holds harmless the Rapid City Area Schools from any and all losses, including claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought against the Rapid City Area Schools by reason of any act or omission of the user. Payment will be withheld until all necessary repairs are completed to the School Districts specifications.		
Contractor will pay for any re-keying if keys are lost - Payment will be held until keys/key fob are returned.		
PLEASE CHECK IN AND CHECK OUT AT MAIN OFFICE DURING SCHOOL HOURS		
Name of Person Picking up Key/Key Fob (Printed):		
I have read and understand the above statements: Signature of Person Picking up Key/Key Fob:		
Key Number:	and/or	Key Fob Number:
Date Key/Key Fob are returned:		
Person Accepting Returned Key/Key Fob:		

Adopted: 09/28/15