

USD 289 Key Request Form

Date:

School:

Door Location/Room Number:

Requestor:

Key Requested/Reason:

Admin Approval _____

Building/Grounds Approval _____

I have received the key(s) listed above and I agree that if I lose the key(s) I must pay the cost of replacing applicable locks and keys up to \$500.00.

Received by: _____ Date: _____