



BLISSFIELD COMMUNITY SCHOOLS

FACILITIES DEPARTMENT

630 South Lane St. • Blissfield, Michigan 49228
(517) 486-2205 • Fax 888-732-3028

Scott D. Moellenberndt, Superintendent Tom Kasefang, Facilities Director

KEY FOB ISSUE FORM

NAME:		PHONE:	
ADDRESS:			
E-MAIL			

By signing below, I agree to the following requirements for the security of the key fob issued to me:

- Follow all Blissfield Community School District policies.
- Secure all doors and windows that I open before leaving the building.
- I will be responsible for cleaning up any messes created during my presence in the building.
- I will be responsible for all activities occurring within the building as a direct result of my access.
- Lost or stolen key fobs shall be immediately reported to the Facilities Director.
- Problems with key fobs and/or locks shall be reported immediately to the Facilities Director.
- Key fobs shall not be loaned out to other employees, visitors or community members without prior authorization of the Facilities Director.
- In the event that the assigned key fob is not returned upon request by the Facilities Director, I understand that I will be charged for the replacement of a new key fob at a cost of \$40.00. (Forty- dollars)

I understand that failure to follow the above requirements may result in the forfeiture of key fob and/or future key fob privileges. Additionally, it is understood that I will be charged for any security incident (\$100.00 per incident) that is caused by failure to follow designated open and close times and any other security issue which occurs due to accessing the building.

Signature

Date