



COMMUNITY DEVELOPMENT - FACILITY SCHEDULING

## **OUTDOOR FACILITY “KEY LOAN”** **PROCEDURES:**

Any outdoor facility client that requires the use of keys for gaining access to lights, washrooms or gates must complete a Key **Loan** Form and pay the required \$25.00 deposit, per key.

When a client signs for any key(s), they are agreeing not to loan, transfer, give possession of, misuse, modify or alter the key(s). They further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys. Any violation of this agreement may render the user responsible for any necessary expenses as a result of having to rekey or relock an affected site.

*The preferred method of deposit is for the client to provide the office with a copy of their credit card number to be held in a secure area. The amount will only be processed if keys are not returned by the second Friday in November.*

If it is necessary for the client to leave a cheque or cash as deposit, the total deposit left for keys will be applied to a holding account in the name of the client/league as security. Once the keys are returned (prior to the second Friday in November), the deposit will be returned to the client. *Please allow 3 weeks for the cheque to be requested and mailed.*

**It is the responsibility of the client to ensure that they return all keys on loan to them by the Outdoor Facility Scheduling Office no later than the second Friday in November.**