

**MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD
MINISTIK SCHOOL
KEY SIGN OUT SHEET**

I, _____, HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING KEY(S) TO MINISTIK SCHOOL:

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|----|-----------------------|-----------------------|
| 1. | Key I.D. Number _____ | Master Key for School |
| 2. | Key I.D. Number _____ | Outside Entrance Key |
| 3. | Key I.D. Number _____ | Other School Keys |
| 4. | Key I.D. Number _____ | Other School Keys |

IN CONSIDERATION OF ACCEPTING KEYS LISTED IN LINES 1 AND/OR 2, I HEREBY ACCEPT FULL RESPONSIBILITY FOR ITS/THEIR SECURITY, AND IN THE EVENT THAT EITHER OF THEM OR BOTH ARE LOST OR STOLEN, I HEREBY AGREE TO REPORT THE LOSS IMMEDIATELY TO THE PRINCIPAL AND MAINTENANCE SUPERVISOR, AND I HEREBY FURTHER AGREE TO IRREVOCABLY AUTHORIZE THE BOARD OFFICE TO DEDUCT \$250.00 FROM MY REGULAR PAY CHEQUE(S).

IN THE EVENT OF KEYS BEING STOLEN FROM A STAFF MEMBER'S PLACE OF RESIDENCE, THE COST OF REPLACING THOSE KEYS WOULD BE WAIVED PROVIDED THAT VERIFICATION OF THE EVENT IS RECEIVED FROM THE POLICE.

I ACKNOWLEDGE RECEIVING A COPY OF THE ADMINISTRATIVE PROCEDURE WHICH IS ATTACHED HERETO AND THAT KEYS ARE NOT TO BE DUPLICATED WITHOUT AUTHORITY OF THE MAINTENANCE SUPERVISOR.

SIGNED THIS _____ DAY OF _____, 20 _____ IN THE TOWN OF MOOSE FACTORY, IN THE DISTRICT OF COCHRANE.

Signature of Employee

Position

DISTRIBUTION: ORIGINAL (PERSONNEL FILE AT BOARD OFFICE)
COPY IN PRINCIPAL'S OFFICE
COPY IN MAINTENANCE SUPERVISOR'S OFFICE