



# Town of Porter

71 Main Street · Porter, ME 04068  
Phone: (207) 625-8344 · Fax: (207) 625-4120

## KEY LOAN OUT POLICY

The following policy shall apply to individuals and groups borrowing keys for Municipal facilities:

1. A \$20.00 deposit **per key** is to be obtained from the person or group borrowing the key.  
*Deposit is to be made by cash or check only.*
2. The \$20.00 deposit is to be attached to the municipality's copy of the key form. Regular groups using the facilities may wish to leave a "permanent" deposit of \$20.00.  
*\*While a "permanent" deposit may be left at the office for recurring events, **ALL keys must be returned** to the office following each event and then checked out again prior to the next event.*
3. All persons or groups must sign for the receipt of a key. The appropriate form is attached.  
*\*Note: The form stipulates that the person or group is responsible for return of the key immediately following the event for which it is required. One copy of the form is to be given to the borrower; the other copy is to be retained in the office.*
4. Keys are not to be distributed more than two days in advance of the event  
*\*Exception: if the event falls on a Monday, keys may be picked up on the preceding Friday.*
5. The municipal office is responsible for the loan-out records, deposits, etc.
6. At least once per month, office personnel shall review the loan-out records to ensure that keys have been promptly returned. If not, the individual or group is to be contacted for return of the key.
7. Staff who require keys and remove them from the key cabinet shall sign out the key on the form posted on the key cabinet.
8. Keys are numerically stamped and embossed with "Do Not Duplicate". Lost keys require re-keying the facility to maintain security and will cost the individual or group \$270 in the event this occurs.



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## KEY RELEASE FORM

I, the undersigned, hereby accept responsibility for the key(s) loaned to myself or my organization, and agree to promptly return the key on the date noted below. I also agree that if the key is lost or not returned, the Municipality has full authority to recover the cost of replacement, first using the \$20.00 deposited with the Municipality and requiring an additional \$250 in compensation to re-key the facility.

Name of Organization (if applicable): \_\_\_\_\_

Individual Picking up Key: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Individual Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Key No. & Door Location: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Date to be Returned: \_\_\_\_\_

Please initial that you have received a copy of the following:

Facility Use Policy: \_\_\_\_\_ Safety & Use Requirements: \_\_\_\_\_

Key Policy: \_\_\_\_\_ Key Release Form: \_\_\_\_\_

\_\_\_\_\_  
(Borrower's Signature)

\_\_\_\_\_  
(Date)

### OFFICE USE ONLY

\$20.00 Deposit Received:  Cash  Check \_\_\_\_\_  
(Date Received) (Staff Initials)

\$20.00 Deposit Returned: \_\_\_\_\_  
(Date Returned) (Borrower's Initials) (Staff Initials)

Lost Fee Fine (\$250) \_\_\_\_\_  
(Date Paid) (Borrower's Initials) (Staff Initials)