



Greater Clark County Schools
Attn: Renee' Markoski/Shannon Ottersbach
Administration Building

BADGE ACCESS FORM/KEY REQUEST FORM

I, _____, hereby acknowledge receipt of the following:
 Person receiving key/badge

BADGE - BUILDING/READER LOCATION	Last 4 of SS	POSITION	SHOULD ALARM ACCESS BE GIVEN?

KEY - BUILDING/LOCATION	ROOM/AREA	KEY NUMBER (IF KNOWN)

KEY RETURN	ROOM AREA	DATE RETURNED	RETURN REASON	REASON KEY WAS NOT RETURNED

This badge/key(s) is being issued for the purpose of allowing you access into a specific Greater County School Corporation location. This badge/key(s) is the property of the Greater Clark County School Corporation and is intended for your use only. No key/badge shall ever be relinquished to others or utilized to allow unauthorized personnel access. Upon leaving the Greater Clark County School Corporation or transferring to another area not requiring this badge/key(s), all keys/badge must be returned to Superintendent's Office/General Counsel Office. Any and all questions shall be handled through the Superintendent's Office or General Counsel Office.

NOTE: In the event that facility keys/badges are lost or stolen, the key/badge will be removed from the system. All re-keying charges must be paid by the individual who was issued the lost key. If any individual has two or more separate incidents of lost/stolen or non-return keys, within a one year period key privileges may be revoked.

Cost for lost or stolen key	Grand Master: \$1,000.00	Building Master: \$250.00	
	Individual Room Key: \$25.00	Sub Master: \$150.00	

Cost for lost badge \$5.00

Received By: (Badge/Key Holder)

 Signature (Person receiving key/badge)

 Date

Issued By: (Who provides key/badge)

 Signature (Person giving key/badge to user)

 Date

Authorized By: (Administrator)

 Signature (Person approving key/badge request)

 Date