

**FAIRGROUNDS EVENT
Key Request Form**

\$50 Check Deposit is required for issuance of keys.

User Group _____
(Print)

Contact Person _____

Phone number _____

Upon issuance of key(s), I agree:

not to give or loan the key to others;

not to copy, alter, duplicate, or reproduce the key;

to use the key for authorized purposes only;

to safeguard and store the key securely;

to immediately report any lost or stolen keys;

to produce or surrender the key upon the County's request;

that if the key is not surrendered when requested, I shall pay a fee of \$ 50.

Print Name _____

Signature _____ Date _____

Email _____

Dates Key(s) Issued _____

Key Return Date – **3 days after event:** _____, unless other arrangements have been made.

Revised 2-25-19

<p>OFFICIAL USE ONLY KEY ISSUANCE</p> <p>KEY Nos. _____ _____</p> <p>BUILDINGS _____ _____</p> <p>DATE ISSUED _____</p> <p>BY _____</p>
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<p>OFFICIAL USE ONLY KEY RETURN</p> <p>RETURN DATE _____</p> <p>RETURN REASON _____</p> <p>IF KEY NOT RETURNED:</p> <p>EXPLAIN CIRCUMSTANCES: _____ _____</p> <p>PAYMENT OF \$50 FOR LOST KEY _____</p> <p>COLLECTED BY _____</p>
