



Key Issue Form

Name	
Phone/Mobile	
Email	
Key #	

By signing this form, I acknowledge that:

1. I am solely responsible for the security of the club keys in my possession.
2. Club keys are strictly prohibited from being lent to or shared with any other person.
3. In the event of the loss, misplacement, or theft of the club keys, I am obliged to immediately inform the President or Vice President.
4. I understand that I will be responsible for the cost of replacing my allocated set of keys if they are lost or misplaced.
5. Unauthorized duplication or copying of keys is strictly prohibited.
6. I am required to return the keys when I no longer require access.
7. The Management Committee reserves the right to revoke my access to keys at their discretion.

Signature	
Issue date:	
Issued by (name)	
Issued by (signature)	

Date returned	
Received by (name)	
Received by (signature)	

Related policy: