

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565

COMPLETE ALL AREA OF THE FORM HIGHLIGHTED IN **YELLOW** AS IT PERTAINS TO YOUR REQUEST FOR A SECURITY BADGE OR KEY(S)

Print Last Name

Print First Name

Job Title/Position

## SECURITY BADGE AND KEY DISTRIBUTION FORM

**SECURITY BADGES** shall only be issued to District Employees. Outside individuals shall obtain access to the building, via a custodian, only when a facility use request has been complete and approved.

Building/Location	Door Number(s)	Access Date(s) Requested	Access Time(s) Requested	Signature When Badge Returned

*Building Personnel Access Periods: Administrators: No restrictions; Athletic Coaches: 3:00pm-10:00pm (S-S), only during the season of play; Custodial Staff: 5:30am-11:00pm (S-S); Food Service: 6:00am-1:00pm (M-F), Monday prior to labor Day through seven (7) calendar days after the last day of school; Paraprofessional Personnel: 7:00-4:00pm (M-F), Monday prior to Labor Day through seven (7) calendar days after the last day of school; Lunch Aide: 10:00-2:00pm (M-F), Students first day of school through the last day of school; Secretarial Personnel: 7:00-4:00pm (M-F), Third Monday prior to Labor Day through seven (7) calendar days after the last day of school; and Teaching Personnel: 6:30-9:00pm (S-S), Second Monday prior to Labor Day through seven (7) calendar days after the last day of school.*

Unauthorized use of a security swipe card by an individual other than the person who has been issued the badge shall be cause for immediate termination of the security badge privileges. Security badges lost or stolen must be reported to the Superintendent's Office within 24 hours. A fee of \$10.00 shall be assessed for damaged or lost/stolen badges.

Badge Distributed By

Signature and Agreement to the  
Teams and Conditions of Security Badges

Date Badge Received

**KEYS (INTERIOR AND EXTERIOR)** shall only be issued to the Building, room or area of the building that the person's position or request has been approved. District personnel shall only be provided a key or Keys for the room and/or area that they have been authorized access to. Non-district personnel shall not be provided interior or exterior keys but shall have the area opened by the custodian only when a facility use request has been completed and approved.

Building/Location	Room/Door Number	Key Number	Signature When Key Returned

The Richmond Community School District does hereby grant the privilege of the use and possession of keys to district property as follows: (1) Key holder agrees to and understands that the reasonable responsibility for the care of building, premises and conduct of persons using school district facilities while under the supervision of key holder is inherent with key holder privileges; (2) Key holder agrees to not give possession of such key(s) to any other neither person nor cause or allow any copies to be made of such key(s); (3) Key holder further agrees to return key(s) to the District when the need for said key(s) no longer exists, employment with Richmond Community Schools is terminated or ceases, or demand due to reasonable request; and (4) Lost or stolen keys shall be reported immediately to the Superintendent's Office.

I authorize Richmond Community Schools to deduct \$75 for each key lost or replacement key issued from my next payroll if payment for each lost or replacement key is not received prior.

Initial

Key(s) Distributed By

Signature and Agreement to the  
Teams and Conditions of Key Usage

Date Key Received