Cheney School District #360

Employee Agreement of Responsibility for Building Access

As an employee of Cheney School District #360, in order to obtain access to the facility specified, have read, understand and agree to the following provisions. This access is beneficial to both the district and myself for the purpose of facilitating personal growth and the enhancement of student learning. Personal and family use is not intended.

- I understand that the security of the building is my responsibility for those times when I have accessed the building.
- I will ensure that the doors I have accessed will be locked behind me to ensure a secure facility at all times.
- I agree to "code in" and "code out" each time I access and leave the building.
- If I lose a key, I will pay all costs associated with re-keying all access points the lost key would have accessed. Approximately $50,000.00 at Cheney High School.
- I will immediately report all lost access cards or keys entrusted to me to ensure a secure facility. I understand that the loss of keys or access cards through negligence makes me responsible for reimbursement of damages and/or all costs associated with the loss.
- I will not loan my access card or keys to anyone for any reason other than life threatening emergency situations (e.g. fire, medical, police emergencies).

Employee Name (Print Legibly)	**Key**	**Date Issued**	**Issued By:** (Initial)	**Date Returned**	**Returned To:** (Initial)	**Employee Signature**

Form No. 344 (Rev. 8/16)