

**Key Agreement Form**

This form must be filled out prior to any key being given to a volunteer. If for any reason a volunteer declines, a key may not be issued to them.

**Date of Issuance:**

<b>First Name:</b>	<b>Last Name:</b>
<b>Key Number:</b>	<b>Issuer:</b>
<b>Return Due Date:</b>	

By accepting a key and signing this form, I agree to the following:

- ✓ I am being given a key to Oyster Mill Playhouse to enable me to perform my duties as \_\_\_\_\_ with the production of \_\_\_\_\_.
- ✓ I will not attempt to duplicate this key.
- ✓ I am not authorized to loan or give this key to any other individual for any reason.
- ✓ If I leave the production before the end of the run, I understand that I must return the key immediately to a board member.
- ✓ I will return the key no later than the Return Date listed at the top of this form.
- ✓ I understand that if I do not return this key, I am 100% financially responsible for having the theatre rekeyed at a minimum cost of \$300, which includes **all** copies of the new key that will be allocated to Board Members and production staff of future shows.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Returned

\_\_\_\_\_  
Initials of Key holder

\_\_\_\_\_  
Initials of Board Member