

# Global Educational Excellence

341 E. Huron  
Ann Arbor, MI 48104

## Key Issuing Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_

### Terms and Conditions:

1. No copies of keys can be made under any circumstances.
2. Keys are only for the use of the undersigned holder and may not be given to anyone else.
3. Keys must be returned to the office if the undersigned holder leaves town or is no longer employed at GEE.
4. If at any time keys are lost or stolen, the undersigned holder must report this to the office as soon as possible. The undersigned holder will be held responsible for the cost of replacing all keys and locks.
5. If the undersigned holder enters the building at anytime other than business hours, he/she must notify management. The undersigned holder is responsible for locking all doors and locks when exiting the building during this time.
6. The management reserves the right to request the return of all keys given to him/her at anytime.

**By signing this document, I am stating that I fully understand and agree to all the statements above and to any and all changes made by the administration at anytime.**

Name of Undersigned Key Holder: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Driver's License/State I.D. # \_\_\_\_\_

Keys issued for: \_\_\_\_\_ Main Door Entrance \_\_\_\_\_ Other

Date keys issued: \_\_\_\_\_ Date keys returned: \_\_\_\_\_

\_\_\_\_\_  
Signature of Undersigned Key Holder

\_\_\_\_\_  
Signature of Management