

DREAMLAND VILLA RETIREMENT COMMUNITY

Administrative Policy and Procedure

Subject: Key Issuance

Initially Adopted: November 13, 2007

Amended: _____

I. Policy Statement:

The Dreamland Villa Retirement Community intends to ensure the security of its assets, facilities, equipment and records. To this end the following procedures have been established with regards to the issuance of keys.

II. General:

- A.** The Business Office shall be responsible for the safe guarding of all unissued keys and for key issuance and retrieval unless such responsibility is delegated, in part or in whole, by the President to another individual.
- B.** Any individual to be issued keys to a DVRC facility, building, cabinet, locker, room, piece of equipment, shed or vehicle or otherwise shall sign a Key Issuance Security Agreement prior to the keys being issued.
- C.** Any individual issued a key or keys shall remain responsible for and liable for the keys until returned to DVRC.
- D.** Any individual who loses or fails to surrender keys issued to him/her when requested may be subject to disciplinary action by the Board of Directors and/or charged for the replacement of the key(s) and/or replacement of the lock(s) associated with the lost keys.
- E.** The return of all keys issued to an individual shall be acknowledged on the Key Issuance Form by the individual receiving the keys.

DREAMLAND VILLA RETIREMENT COMMUNITY

KEY ISSUANCE SECURITY AGREEMENT

The following keys to Dreamland Villa Retirement Community facilities, cabinets and/or equipment are assigned to _____.

(Print Name)

| | Key Description | Key Number |
|-----|-----------------|------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |

By accepting these keys, I agree to the following terms and conditions and:

1. I will not loan the keys assigned to me to any other individual;
2. I will not duplicate nor allow duplicates of the keys assigned to me to be made; and
3. I will immediately report any lost or stolen keys to the DVRC office.

I understand and agree that any or all of the keys assigned to me must be surrendered to the Dreamland Villa Retirement Community immediately:

1. If I am no longer authorized to have access to any or all of the facilities, cabinets and/or equipment for which the keys are used; and/or
2. If I am so directed by the DVRC President or Vice President.

I further understand and agree that my failure to abide by any or all of the above conditions may result in disciplinary action as determined by the DVRC Board of Directors as well as my being charged a key and possibly a lock replacement fee for all keys I fail to return.

Signature _____ Date _____

Issued By _____

Returned To _____ Date _____