



FACILITY RENTAL KEY POLICY

- Facility keys will be available on the Friday before a weekend rental or the day before for a weekday rental unless prior arrangements have been made.
- Individual picking up the key must be authorized on the Facility Rental Contract and show identification to pick up keys.
- Renters must sign the Key Request Form.
- In return for the loan of the facility key renters must agree to the following:
 - Key is not to be given or loaned to others
 - Renter may not copy, alter, duplicate or reproduce the key
 - Key is to be used for authorized purposes only
 - Key lost or stolen must be immediately reported to the Parks Department at 920-686-3580
 - Renter must produce or surrender key upon request
- All facility keys must be returned by the second business day following the rental unless prior arrangements have been made. Keys not returned within five (5) business days of the rental will result in forfeiture of the facility security deposit. After hours, keys may be dropped off in the key drop box at the Parks – DPI Building at 2655 S. 35th Street.
- If a key is lost, stolen, or not surrendered when requested, a charge that reflects the cost of changing any and all locks affected may be assessed. This may result in a forfeiture of part or all of any facility deposit plus additional charges if the costs exceed the security deposit. If you were not required to pay a facility security deposit you will be invoiced a minimum of \$150.00 for rekeying costs. Charges could be higher based on actual costs.