

KEY REQUEST FORM – EXTERNAL CUSTOMERS

Name _____

Rental contract holder's name (if different) _____ E-mail _____

Address or agency/group _____ Phone _____

Facility/item _____

Purpose ☐ Facility rental (private party, special event, etc.) _____☐ Repairs to facility _____☐ Other _____

Expected duration or return date _____

Agreement: In return for the loan of this key, I agree to:

- 1) not give or loan the key to others;
- 2) not make any attempts to copy, alter, duplicate, or reproduce the key;
- 3) use the key for authorized purposes only;
- 4) safeguard and store the key securely;
- 5) immediately report any lost or stolen keys; and
- 6) produce or surrender the key upon request.

Key return:

Keys may be deposited in the night drop box on the southwest side of the City Hall building at 900 Quay St. **Keys must be returned by the second business day following the rental or end of any maintenance work unless prior arrangements have been made.**

Lost keys:

Renters: Keys not returned within five business days of a rental will result in forfeiture of the facility security deposit. Charges could be higher based on actual costs.

Others: I also agree that if the key is lost, stolen, or not surrendered when requested, a fee that reflects the cost of changing any and all locks affected will be charged. A minimum fee of \$150 per facility will be charged for re-keying costs; however, charges could be higher based on actual costs. Contractors hired by the City of Manitowoc will be invoiced for any re-keying fees; all others will have charges applied to the credit card on file.

Signature _____ Date _____

Shaded area to be completed by key issuer:

Issue Type: ☐ Temporary
☐ Reissue - Reason _____

Photocopies: ☐ Photo I.D. ☐ Credit Card

Authorizer's Signature _____ Date Issued _____

Key# _____ Type _____ Key# _____ Type _____

Key# _____ Type _____ Key# _____ Type _____

Return Date _____ Key Received By _____

Return sheet to _____ Office, _____, Manitowoc. Phone: 920-686-____