



A key fob system has been instituted to standardize the method of key/key fob issuance and to provide easier/safer access to Park District-owned facilities. Access of facilities is tracked to each individual user.

Employee Key/Key Fob Request Form

SUPERVISOR: _____ DEPARTMENT/PROGRAM: _____

New Employee ___ Current Employee ___ Specify Other _____

EMPLOYEE NAME	KEY/KEY FOB #	FACILITY	REASON TO ISSUE
	<i>Administrative Use Only</i>		<i>Administrative Use Only</i>

Employee receiving key/key fob complete the lower portion of form

Print Name

Employee Signature

Date

Authorized use of keys/key fobs shall be defined as the use of assigned keys/key fobs during the performance of duties in the course of an employee’s assigned work shift. The use of keys/key fobs to gain access to Park District facilities outside of an assigned shift, without the direct consent of the Executive Director or designee, may result in disciplinary measures up to and including discharge. Keys/key fobs may not be transferred from one employee to another without the prior written authorization of the Executive Director.

I agree to pay a \$25.00 fee for loss or damage to my assigned key fob.

For Key Issuance: Return Completed and Signed Form to Assistant to the Executive Director.

For Key Fob Issuance: Return Completed and Signed Form to Office Clerical Personnel.