

## Key/Raider Card Agreement

Employee:  
Department:  
Type: (Full time, part time, etc)  
Title:

Key	Issued	Date
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I, the undersigned, acknowledge receipt of the above listed keys and/or assigned Raider Card privileges.

I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys. In addition, I agree not to loan/give my Raider Card to any other individuals for their personal use.

I understand that if my keys are stolen I must file a police report in the jurisdiction where the theft occurred in order to avoid the replacement key charge. I will also advise the GRCC Police Department so they can document the theft. I agree to notify the GRCC Police Department and file a report if I lose my keys.

If I lose my interior keys, I will pay \$10 per key for replacement for the first loss. Should I lose my interior keys a second time, I will pay \$20 per key for replacement. If I lose a key to the exterior of a building a complete re-core will be required. I will pay for the re-coring cost to the affected building up to \$200.00.

I will also report the loss/theft of my Raider Card to GRCC Police so that they can deactivate the access privileges on the stolen/lost card. If the Raider Card is stolen, there will be no cost to replace it. If it is lost, the cost of the replacement card will be \$10.00.

Given the facts and circumstances of each individual situation, GRCC reserves the right to take any disciplinary action it deems appropriate, up to and including termination..

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_