

Facility Name: _____

Key Return Date: _____

Key # or Lock Code:

Key Check-Out and Lock Code Distribution Policy and Hold Harmless

Name (must be 18 or older): _____

Address: _____

Phone (Home): _____ Phone (Cell/Work): _____

e-mail: _____

we will use your e-mail to send you updates to the lock code

Key or Lock Code Distribution Policies

Please initial next to each item describing the Park and Recreation Department policies for distribution of keys or lock codes for short term requirements on a sign-out basis:

- _____ 1. All requests must be filed with the Park, Cemetery and Recreation office during normal business hours.
- _____ 2. No keys or lock codes will be issued to anyone under the age of 18.
- _____ 3. The responsible individual requesting the key or lock code will complete and sign an agreement form drafted by the City of Antigo.
- _____ 4. If a key is lost or stolen or a lock code compromised the responsible individual must notify the Park, Cemetery and Recreation office within three business days.
- _____ 5. A \$25.00 deposit is required for key check-out. The deposit is returned upon receipt of the key.
- _____ 6. If the lock needs to be rekeyed the deposit is forfeited and the responsible individual will be assessed the costs of rekeying the lock.
- _____ 7. Qualifying keys or codes for the use of a shelter facility will be available for distribution the day prior to an event Monday through Saturday. If there is a Sunday event the key or code will be available on Friday.
- _____ 8. All keys must be returned the day after the event, or the Monday following a weekend event. Other return requests will be at the discretion of the parks, cemetery and recreation supervisor and/or designee.
- _____ 9. If the key is not returned by the return date the deposit will be forfeited.
- _____ 10. Only the City of Antigo is authorized to duplicate keys.

Whereas, the City of Antigo desires to be absolved from all responsibility for and all risk of damage or injury that may be sustained by anyone using said facilities; **Now, Therefore**, in consideration of the use of said facilities, the undersigned hereby releases the City of Antigo, its agents and employees, provide defense in an event of a claim and agrees to hold them harmless from any and all claims, demands, causes of action, present or future, whether known, anticipated or unanticipated, and resulting from and arising out of or incidental to the use of said facilities by the undersigned or its invitees in connection with its utilization of said facilities in any manner whatsoever.

We have read and understand the foregoing Release and Hold Harmless Agreement. We have read and understand the park policies and regulations. We accept the responsibility to maintain the facility in its proper condition and are responsible to reimburse the City of Antigo for damages done to the facility.

PLEASE NOTE: There will be a **minimum fee of \$100.00 for non-emergency call-outs** to the Park and Recreation staff after hours. Please be sure to have the proper keys, equipment, and information before your practice, game, or reservation begins.

Signature: _____

Applicant must be 18 years of age or older

Date: _____

Date of Deposit: _____

Check # or Cash: _____

Total Deposited: _____

Deposit Returned On: _____