

**FAIRGROUNDS EVENT  
Key Request Form**

User Group \_\_\_\_\_  
( Print )

Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_

**Upon issuance of key(s), I agree:**

- not to give or loan the key to others;
- not to copy, alter, duplicate, or reproduce the key;
- to use the key for authorized purposes only;
- to safeguard and store the key securely;
- to immediately report any lost or stolen keys;
- to produce or surrender the key upon the County's request;
- that if the key is not surrendered when requested, I shall pay a fee of \$ 50.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dates Key(s) Issued \_\_\_\_\_

Key Return Date \_\_\_\_\_

<b>OFFICIAL USE ONLY KEY ISSUANCE</b>
KEY Nos. _____ _____
BUILDINGS _____ _____
DATE ISSUED _____
BY _____

<b>OFFICIAL USE ONLY KEY RETURN</b>
RETURN DATE _____
RETURN REASON _____
<b>IF KEY NOT RETURNED:</b>
EXPLAIN CIRCUMSTANCES: _____ _____
PAYMENT OF \$50 FOR LOST KEY _____
COLLECTED BY _____