

**HUNTSVILLE – MADISON COUNTY AIRPORT AUTHORITY
KEY ISSUE AGREEMENT**

REQUESTOR INFORMATION:

Name: _____ Badge #: _____ Date: _____

Home Address: _____ Phone Number: _____

Employer: _____ Phone Number: _____

Building/Door Location: _____ Door Number: _____

SIGNATORY APPROVAL:

Authorized Signatory: _____ Signature: _____
(Print Name)

HUNTSVILLE AIRPORT AUTHORITY APPROVAL:

HMCAA Approved Disapproved Signature: _____
ASC or Alternate ASC

KEY AGREEMENT:

Key(s) Issue Agreement: In return for the loan of this key, I agree:

- 1) To not to give or loan the key to others;
- 2) To not to make any attempts to copy, alter, duplicate, or reproduce the key;
- 3) To use the key for authorized purposes only;
- 4) To safeguard and store the key securely;
- 5) To immediately report any lost or stolen keys to the HMCAA Operations Department.
- 6) To produce or surrender the key upon job termination, transfer to a different location on HMCAA property or upon official request by the HMCAA Operations Department.
- 7) I understand that if the key is lost, stolen, or not surrendered when requested, a charge of \$100.00 will be assessed.

ACKNOWLEDGEMENT:

The above Key Issue Agreement was reviewed with me by HMCAA Operations Department personnel. By signing, I fully understand and agree to abide by the conditions listed above and hereby acknowledge receipt of the HMCAA key.

Requestor's Signature: _____ Date: _____
(SIGN WHEN TAKING POSSESSION OF KEY)

OPERATIONS AND MAINTENANCE OFFICIAL USE ONLY:

Key Serial Number: _____

Expiration: _____

Issued By: _____

KEY RETURN:

Return Date: _____

Returned By: _____

Received By: _____