



ESU THEATRE - KEY CHECKOUT AGREEMENT

ESU Theatre is loaning keys to _____ who agrees to comply with the guidelines (listed below) in checking out these key(s):

_____	_____
_____	_____
_____	_____
_____	_____

1. As per university policy, **no copies** are to be made of the key or keys.
2. The key or keys will only be used to carry out the responsibilities related to your assignment with ESU Theatre.
3. The key or keys **cannot** be loaned to another student or any other person.
4. Possession of the key or keys will not authorize after-hours activities that **require** a late pass.
5. If you must be in university buildings without faculty or staff supervision, you must **call Police and Safety** (x5337) to inform them of your presence in the building. If you fail to do so, you are trespassing and will be subject to prosecution.
6. The key or keys must be returned immediately following the completion of your assignment. In most circumstances, this is after strike.

Technical Director

Keyholder

Date

Date

Date returned

Initials