Master Key Control Agreement

1. When on Front Desk duty, I am responsible for issuing the master building key and other keys to other Conference staff members, only if a clear need is evident. I will, without exception, sign the key out noting the date, time (out and in), building in which the key is to be used, the name of the staff member to whom the key is issued, as well as make a notation of the reason, in the control book. The staff person accepting the key must then sign the control book.

2. I understand that only Tufts Conference and Event Services members may be assigned a master key. (Staff members of individual conference programs may never be issued a master key unless it is expressly cleared with the Director of Conference and Event Services.)

3. When I have signed out and am in possession of a building or grand master key, I understand it is my responsibility not to allow it out of my possession for any reason. If the key is lost, I am responsible for all resulting consequences and may be subject to immediate dismissal.

4. Furthermore, I recognize the necessity for maintaining a professional attitude regarding the availability of master keys and agree not to discuss the matter in a manner that would lead participants, administrators, staff or general public to infer that security is not maintained at the highest possible level.

I fully understand and agree to assume the following responsibilities concerning the use and distribution of Master Keys.

Employee Name (please print): ________________________________

Employee Signature: ________________________________
Signed _______ Date __________

Witness Signature: ________________________________
Signed _______ Date __________