

GRAND ISLAND LITTLE THEATRE

POLICY FOR KEY USAGE AGREEMENT TO GILT and COLLEGE PARK

In an effort to secure the College Park Building and the property of Grand Island Little Theatre, it shall be GILT's policy that the only people who will be issued keys to the facility are:

- The Chair of the Box Office;
- The Director of the current show;
- The Board President and
- The Executive Director.

Other volunteers who have a need for entering the premises may be issued a key for a specific period of time at the discretion of the Executive Director.

Keys shall be issued by the Executive Director, with the exception of those specified above, individuals will pay a deposit of \$75. All individuals will complete and sign the Key Usage Agreement at the time they receive a key.

When the key is returned to the Executive Director at the specified time as set out in the agreement, the deposit will be refunded.

All keys will be numbered and stamped "Do Not Duplicate". Any individual who seeks to have a key duplicated or loses the key will be fined \$500.

A copy of the Key Usage Agreements and a key log shall be maintained by the Executive Director.

