Key Holder Rules & Responsibilities

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Purpose:

To ensure safe, secure, and accountable access to RRBA and NTPS facilities, storage, mailboxes, and equipment.

Key Holder Expectations

Authorized Use Only

- Keys and access codes may only be used for RRBA or band-related duties.
- Do not use secured spaces for personal storage or unrelated activities.

No Duplication or Sharing

- Do not copy keys or share access codes.
- Do not loan keys to other individuals, including other volunteers or students.

Secure Access

- Keep keys on your person or in a secure location.
- Relock all doors, gates, or storage units before leaving.

Protect Access Codes

- Do not write codes on the lock or near the secured area.
- Report if you believe a code has been compromised.

Report Issues Immediately

- Lost or stolen keys
- Damage, tampering, or attempted break-ins
- Safety concerns or unauthorized entry

Inventory and Materials

- Follow RRBA procedures for checking out, loading, or storing equipment.
- Do not remove items from storage unless authorized to do so.

Return on Request

- All keys must be returned at the end of your role or upon request from the Board or Band Director.

Consequences of Misuse

- Loss of key privileges
- Removal from volunteer duties
- Possible financial responsibility for re-keying

By using an RRBA key, you agree to follow these rules.

Printed Name: _____

Signature: _____ Date: _____