

Security Code and Key Application Form



Contact Details

Organisation:

First name:

Surname:

Phone (H):

(W):

Mobile:

Fax:

Email:

Address:

Suburb:

Post code:

Code and Key Details

Facility:

Key Numbers:

Code:

Date Issued:

Conditions

1. Any person or organisation that is issued with a code and key to City Buildings has an obligation to retain them in their possession unless authorised by the City in writing to surrender the key to another person.
2. The code number must not be kept with the key.
3. Should a key be lost or mislaid it must be reported immediately to the City Administration Centre or Hartfield Park Recreation Centre.
4. Lost or mislaid keys are to be charged for a full rekeying of all applicable buildings at the holder's expense.
5. It is the responsibility of the holder to ensure all exterior doors and windows are locked and secured prior to leaving the building.
6. The City Facility must only be used at times when a confirmed booking has been made with the City of Kalamunda.
7. Should a Security Call out be made by the City's Security Company due to regular non-use or misuse of the supplied code then the full charge of that call out may be met by the Hirer.
8. When a Security Code is supplied to a Hirer of a City building that Hirer is solely responsible for the disarming and arming of the building for their booking time.

I understand and agree to comply with the above conditions.

Signature:

Date:

Office Use Only

Date key returned:

Staff: