



## Key Policy & Agreement

Date: \_\_\_\_\_

Name/Key Holder: \_\_\_\_\_

Organization: \_\_\_\_\_

Key(s) Property: \_\_\_\_\_

Key(s) Return Date: \_\_\_\_\_

I (we) understand that the key(s) must be in my possession and not be duplicated or given to any other person(s). The keys must be returned to the city by the above determined date. The city reserves the right to request the key(s) be returned at any time. If the key(s) are not returned within 24 hours of the above stated return date, the key holder could lose all privileges of checking out/using City keys and will be liable for the cost of new locks on all the doors (including cost of changing the locks), or padlock and replacement keys.

I (we) understand and agree to indemnify and hold harmless the city, the city's agents, employees, and members from and against, any claims, damages, losses, and expenses, including reasonable attorney's fees, in case of any and all actions, legal or otherwise, against the city arising out of the use of the property. I (we) understand that this means that if the city is sued by any part or person that claims that the city is liable because of this agreement for any reason, I (we) agree to provide a defense for the city against any such lawsuit, and agrees to pay for the city's attorney fees if such a lawsuit is brought. If any court would find that the city is liable to any other part for any reason which results from this agreement to me (us), I (we) agree to pay the costs of the city's liability to the third person that brought the suit. This protection for the city extends to the city's agents, propel that work for the city, and members of the city.

I (we) agree to follow any and all rental policies.

\_\_\_\_\_  
City of Alden    Date

\_\_\_\_\_  
Key Holder/Org.    Date