



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835

PHONE (907) 747-1804 • FAX (907) 747-3158

KEY ISSUE / RETURN RECORD

Key Series: _____

Lock Location: _____

Issued To: _____

Phone: _____
Email: _____

Issued/Authorized By: _____

Date: _____

I understand that the Key being issued to me is the property of the City and Borough of Sitka, and agree to return it within 15 days of completion of the sport season, or upon request. In addition, I will not duplicate this key nor loan it to anyone else. I agree that I will be responsible for key or lock replacement costs to the City if this key is not returned upon termination.

Signature: _____

Date: _____

Keys are to be returned to City and Borough of Sitka, Public Works Department,
100 Lincoln Street, 2nd floor

NOTE: Record of key return needs to be documented below.

Returned By: _____

Received By: _____

Date: _____

Date: _____