



## **ACKNOWLEDGEMENT RECEIPT OF KEY**

### **1. PERSONAL DETAILS**

Name in Full

Name of Business

Membership Number (if applicable)

Contact Number

### **2. DETAILS OF KEY (for completion by Guide House)**

This key is issued for (purpose)

This key is to be returned by (date)

Key number

Key to be returned to (where)

What access is provided under this key

### **3. CONDITIONS OF ISSUE OF KEY**

I understand that :

- This key is issued to me on the condition that I return it by the date shown in item 2 above
- This key is to be returned to the Facility shown in item 2 above
- That if I do not return the key by the date shown in item 2 above, I will be liable for a replacement fee of \$\_\_\_\_\_

(Please see following page)



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### **4. DECLARATION**

I hereby declare that all the information given on this form is complete and correct in all respects and that I have read and understood the Conditions of issue of key set out in Item 3 above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **5. RETURN OF THE KEY**

Date returned \_\_\_\_\_

Signature of District Manager/Property  
Committee Chairperson or Nominee \_\_\_\_\_

Signature of District Manager/Property  
Committee Chairperson or Nominee \_\_\_\_\_

### **6. INSTRUCTIONS**

- a. This form is to be kept on file at the \_\_\_\_\_ Guide Hall located at \_\_\_\_\_ until the key is returned.
- b. A copy of this form is to be provided to the borrower upon return of the key.