



**Tracy Unified School District  
Facility Use Department  
Gate Key Distribution Agreement**

I agree to indemnify and hold harmless Tracy Unified School District and any of its officers, agents or employees from any liabilities arising from the use of these keys. I agree Tracy Unified School District is not sponsoring my organization activities. A maximum of two organization members can request a gate key. Each person must fill out and sign a Gate Key Distribution Agreement for each school site through the Facility Use Department.

By signing this agreement, I agree that:

1. Duplication of keys is prohibited.
2. I will only unlock the specific gate during the time of your Approved Facility Use Permit.
3. I agree to lock gates after each use including end of day departure.
4. I will keep the keys in a safe place and report theft immediately.
5. I will park my vehicle in designated parking lot space and never drive vehicle on school site campus.
6. I will not allow children to use these keys.
7. If Gate key is not returned by deadline date on this form, you will forfeit the \$200.00 check fee and future rental of district property may not be granted.

**Contact Information**

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

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone#: (    ) \_\_\_\_\_ Fax# \_\_\_\_\_

Email Address: \_\_\_\_\_

Requesting School: \_\_\_\_\_

Sport Field Type: \_\_\_\_\_

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

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**Facility Use Department Only**

Requesting School: \_\_\_\_\_

Key Description or #: \_\_\_\_\_

Director of MOT: \_\_\_\_\_ Date: \_\_\_\_\_

Return Keys before: \_\_\_\_\_