



# Taylor County Cooperative Youth Fair

## Key Policy

### Keys on Key Board

When keys are taken, the person taking it should sign it out on the clipboard.

Keys that are signed out **MUST** be returned to the key board in the office **IMMEDIATELY** after using the key. No keys from the fair office key board should be kept overnight or longer. Failure to return a key will result in a \$25 replacement fee.

### Fair Office Keys

Keys to the Fair Office can be kept overnight by those who need them with approval of the board. A key box is located outside the door of the building and the code to that box will be given to board members and essential fair volunteers. These keys may be kept until:

- You are no longer volunteering for the fair
- You are no longer on the board
- You are requested to return the key
- The lock is changed and a new key being issued

Failure to return a key (within a month) will result in a \$25 replacement fee.