



**Spencer Soccer Club
Request for Key & Assignment Form**

The signing of this form releases permission to the Spencer Soccer Club (SSC) Vice President of Fields and Equipment (VPFE) to assign a key belonging to the East Brookfield Elementary School equipment shed. The recipient of this key will be responsible for locking the shed after his/her equipment has been either removed or stored in the shed. If any damage or lost of equipment is reported as a result of the shed not being locked, all persons assigned a key to this shed will be asked to help investigate those responsible for the damage or theft.

If the recipient of this key discovers theft or witnesses damage being done to the equipment or the shed, they should contact the SSC Director of Equipment (DOE) or VPFE immediately. The recipient of this key does not have consent to make copies. Lost or stolen keys shall be reported to the DOE or VPFE immediately.

Key's distributed throughout the year shall be returned to the SSC at or before the SSC Spring Annual General Meeting. Annual renewal will be determined by the VPFE and redistributed at or after the Annual General Meeting. Failure to return keys will result in a \$50.00 charge that will be used to replace existing locks.

Recipient of the Key:

Name: _____ Phone Number: _____

Address: _____ Email: _____

Please complete this form and either email the completed form to Gt_bokster@yahoo.com or mail this form to:

Spencer Soccer Club
Attn: Vice President of Fields and Equipment
PO Box 33
Spencer, MA 01562

An individual from the SSC will contact you to coordinate assignment of the key.

Approval:

(Completed by SSC)

SSC Vice President of Fields and Equipment Signature: _____

Distribution:

(Completed by SSC Representative with new Key Recipient after approval)

Date of Assignment: _____

Key Recipient Signature: _____

SSC Representative Signature: _____

Spencer Soccer Club
PO Box 33
Spencer, MA 01562