



ISSUANCE OF ROOM KEY

State Form 43919 (6-90)

Room Assignment

ROOM KEY POLICY

This room key is issued with the understanding that if it is lost, damaged, altered, etc. , you will be charged a \$10.00 fee to replace it. You will not receive another key until the first key is paid for.

When leaving the institution (road crew, sick call , etc.) you will turn your key in to control. Your key can be picked up when you return to the institution upon showing ID.

Upon being discharged from this institution, you will return your key to Custody (check-out procedure). If your key is not returned by the discharge date, you will be charged \$10.00 for the key.

I have read and understand these rules.

Printed Offender Signature

Signature of Offender

Signature of Witness

Date



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