

**Douglass Township
Town Hall Key Policy**

1. One (1) key shall be assigned to each elected official and his/her deputy, and zoning administrator.
2. Each person shall use the key only for personal entry into the building.
3. No copy shall be made of any key to the township hall.
4. Upon resignation, termination, or removal from office of position, key shall be returned.
5. If the key is not returned, there shall be a \$25.00 fee.
6. Key must be checked out with Supervisor approval.