



# Colorado Springs Airport Non-Reg Key Application



### Applicant Section – Please Print Legibly

Name: \_\_\_\_\_ Badge Number: \_\_\_\_\_

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

By accepting a key for access into the area(s) listed above, I hereby certify that I have a true operational need. I have also read, understand, and will comply with the key rules and regulations as outlined on the back of this sheet:

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

### Employer Section – Please Print Legibly

By my signature I certify the applicant requires a key to access the following area(s):

"  
"  
"  
"  
"

Approved Signatory Authority: \_\_\_\_\_ Date \_\_\_\_\_

"  
"

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

### Airport Operations Use Only

Key issued: \_\_\_\_\_ Gives access to: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded in software and receipt issued: YES NO Initials and date: \_\_\_\_\_

Date key/deposit returned & Software updated (initials/date) \_\_\_\_\_

Destroy Date: \_\_\_\_\_

### **Key Rules and Regulations**

1. To receive and/or use an Airport-Issued Key Access Media, any individual must be authorized by the Colorado Springs Airport to be badged for the restricted area that the key would access.
2. It is not permissible, under any circumstances, to permit another person to use your Airport-Issued Key Access Media.
3. Employees shall not tamper with or mutilate the Airport-Issued Key Access Media in any manner. Lost/Stolen keys shall be reported immediately to Airport Operations.
4. Key holders must return all Airport-issued Keys/Access Media to Airport Operations upon termination of their employment at the Airport or their need for the Key; or upon request by Airport management. Failure to return any Airport-issued Key/Access Media may result in fees being assessed against the Key holder according to the current fee list in effect at that time. Individuals who fail to pay fees assessed by the Airport for lost/unreturned Keys may be turned over to collections.
5. Any authorized representative of the Colorado Springs Airport may request visual verification of Airport-Issued Key Access Media issued under any signatory authority, which must include an issuance log, at any time.
6. Key-holders must safeguard Airport-Issued Key Access Media and keep issuance information confidential. Key-holders shall access only the areas to which they are authorized.
7. Key-holders must return the Airport-Issued Key Access Media to the Colorado Springs Airport along with their Airport-Issued ID Badge/Access Media should they leave employment, be terminated, transferred, laid off, or for any other reason leave the airport; or upon demand by airport management.
8. The Airport-Issued Key Access Media remains the property of Colorado Springs Airport at all times.
9. The Airport reserves the right to deny any access to restricted area's via key media.
10. Any unauthorized use of ANY access media (i.e. badge, key etc.) may result in revocation of access to any restricted/secured area. This may also result in Federal, State and local Fines. Any fine assessed to the Airport for improper use by any individual's action will be assessed to the entity/or individual associated with the key/badge holder.

Key-holders Initials \_\_\_\_\_