



1120 Downtown KEY POLICY

The person receiving a key to a Spaceworks Tacoma property recognizes their responsibility toward the security of the space and its contents. If the recipient loses a key, available details must be provided. The recipient will be responsible for the replacement costs of the lost key, and potentially the cost of re-keying the building. Individuals other than 1120 Downtown tenants who receive a key to a space must have authorization by occupant of the space and Spaceworks Program Staff to receive a key. When the recipient leaves the space, it is the responsibility of the bearer to return the key to the occupant of the space or the Spaceworks Program Staff.

The following acts are examples of violations of the key policy and are prohibited:

- Loaning or transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms
- Failure to return a key when requested
- Failure to report lost key(s)

If recipient loses this key or gets locked out, please contact occupant who will notify the Spaceworks Director, Michael Liang 313-550-5640 or Spaceworks Business and Community Development Coordinator, Kiara Daniels 253.353.9344 or Arts Coordinator, Gabriel Brown 509.844.6069.

Address/door that this key opens: **1120 Pacific Avenue, 2nd floor and Studio #**

List Number of Keys Provided:

Card for Pac Ave front door
Back Gate
Studio
Closet

Keys will be assigned to:

Print Name

Signature

Date

Print Name

Signature

Date

Staff Name and Title

Signature

Date

Date Keys Given

Date Keys Returned