



Town Hall Key: Long-Term Use Receipt

Boxborough Select Board

Town of Boxborough, MA

I hereby acknowledge receipt of **Key#:** _____.

I agree to surrender said key to the Town upon the termination of my employment, office, or service with the Town or at the request of the Town Administrator.

In the event that said key is lost or not returned, I agree pay to the Town of Boxborough a fee of \$10.00 and any additional cost resulting from the loss or non-return of the key.

Name of Requesting Party: _____

Address: _____

Telephone Number: _____

Email Address: _____

Position/Board Name: _____

Key Number: _____

Signature of Key Holder: _____

Date: _____

Authorizing Signature: _____