



Agreement for Use of Electronic Access Card

Name of Contracting Agency: _____

Access Card Number: _____ Expected End Date: _____

School/Building: _____

Terms and Conditions:

1. Contractor understands and agrees that the electronic access card is owned by Denver Public Schools (DPS) and is on loan for use only during which time the contractor has an agreement for work, programming or services in place.
2. Contractor agrees that the electronic access card will be used solely by currently employed staff member in the course of his/her assigned duties during agreed upon work, programming, or service hours.
3. Contractor agrees to immediately notify both DPS Safety and Security and the contracting DPS department in the event of any change in employment status of staff utilizing the electronic access card, or in the event of loss or theft of an access card; see appropriate contact number below.
4. Contractor agrees to return electronic access card(s) to the contracting DPS department at the conclusion of the contractual agreement or completion of work/services.
5. Denver Public Schools (DPS) reserves the right to deny use of electronic access cards to any persons for any reason.
6. Denver Public Schools (DPS) reserves the right to implement a fee for any replacement cards for reasons other than normal wear and tear.

By signing below, I acknowledge that I have read and understand the terms and conditions described above and have the authority to legally bind the contracting agency by this agreement.

Contractor Name: _____

Contractor Signature: _____ Date: _____

By checking this box, Sponsor agrees that a background check has been completed on the Contractor, and the Contractor has passed the background check.

Sponsor Name/Department: _____

Sponsor Signature: _____ Date: _____