

Cape Fox Corporation Key/Tag Control Guidelines

June 2, 2016



1. Issuance of Keys and Tag

Keys and tags will only be issued to Shareholders or persons authorized by the President of CFC Board of Directors. Keys are not to be duplicated without written authorization from the President of CFC Board of Directors.

- a. Persons who request and are issued a key will pay a **\$50 cash only deposit per one (1) key and one (1) tag. Additional keys and tags will be \$50 each. Person must have a photo ID to confirm they are a Shareholder.**
 - Deposit is non-refundable if key and tag are not returned within 14 days to the Corporate office
 - Deposit is not required for State Police, Fire Department or other public safety affiliations, and contractual parties who have a written land use contract through Cape Fox Corporation
 - Must be 18 years or older
- b. Key/Tag Log must be completed by Corporation employee in its entirety with the following information.
 - Date key/tag was signed out
 - Printed Name of person signing key/tag out
 - Phone Number of person signing key/tag out
 - Organization or affiliation (Shareholder, Tree thinner, AK State Troopers, Fish & Game etc.)
 - Key Type (WR –White River, WC – Whipple Creek, 300/400)
 - Tag Number (s)
 - Deposit amount (**CASH ONLY**)
 - Date returned
 - Staff Member Initials
- c. **Key/Tag Request and Agreement must be signed by person requesting keys and completed in its entirety by Corporation employee. Also, Waiver of Liability and Hold Harmless Agreement must be completed and signed.**
- d. Deposit is then placed in cash box in envelope with Date/Name and Deposit Amount printed on envelope.
- e. When key and tag are returned within 14 days, person will receive their deposit back.

2. Duplication of Keys

No key will be duplicated except by written approval from the President of Cape Fox Corporation Board of Directors.