



## CITY OF TYLER BRANCH SITE KEY POLICY

The City of Tyler will rent out a key to commercial businesses for after-hours use of the city's branch site.

The annual rental fee is \$50.

It is the responsibility of the key holder to make sure branches, leaves, logs, and woodchips are placed in the correct spot and done so in a neat manner or the city may request the key back from the key holder.

The Branch Site is subject to close during the winter months. If the key holder needs special access to the branch site during the winter months, it must be coordinated with the utility department or city administrator. Please note that it will be the responsibility of the key holder to move snow and access to the site during the winter months may be denied.

Absolutely NO Municipal Solid Waste, Hazardous Waste, Appliances, Electronics, Tires, Concrete, Fluorescent Bulbs or Ballasts will be accepted. This includes all other items that are banned from the landfill or prohibited by Federal or State Solid Waste rules.

Locks at the Branch Site will be changed every fall and it is the responsibility of the key holder to return the key to the city each year, prior to receiving a new key.

This policy form **MUST** be completed by the person who is responsible for the Branch Site Key and payment must be received by the city prior to receiving a key.

Applicant Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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