



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:

Distribution of Office Key

POLICY NUMBER: OFF 0010**DATE APPROVED:** April 17, 2002**DATE REVISED:** October 12, 2011

Purpose of Policy: To regulate the use and access to the Carlyle Civic Center and Town Offices.

Any elected member of Council, other than the Mayor, wishing to have access to the Town Office may obtain a key from the Chief Administrative Officer or designate by signing a receipt for the key and returning it when it is no longer required.