



Springfield-Robertson County Airport
4432 Airport Rd. Springfield, TN 37172
Phone: (615) 985-4432 | Fax (615) 384-2450

SRC AIRPORT LOCK & KEY CHANGE REQUEST FORM

Tenant Name: _____
(Name of Person Authorized on Lease)

Request Date: _____

Key Replacement: Lock Change Replacement:

Hangar/Building: _____
(LOCATION)

Reason for Request: _____

- Any key or lock replacement at the request of the tenant, is solely responsible for all associated costs unless damage is caused by normal wear and tear, which will be determined by airport personnel. _____
(Initials)

- Airport Policy: Security, The Tenant is responsible to ensure leased Hangar is properly secured when not present. Assigned keys to Hangar doors must not be changed however, Tenant may submit request to change locks, any request must be approved in writing to the Airport Manager and be given extra key or code to Hangar. The Airport Board/Manager shall have the right to enter the Hangar Space/s at any time without notice for emergency purposes, inspections, maintenance/repairs and determine whether Tenant is following the terms and conditions of this Lease Agreement and to preserve the overall safety and operation of the Airport. _____
(Initials)

Tenant: _____
(Signature)

Airport Manager: _____
(Signature)

Date: _____

APPROVED NOT APPROVED