

KEY REQUEST

Name _____

Title _____

Room/Office Number _____ Building _____

Explanation for key

TERMS AND CONDITIONS:

I the undersigned, acknowledge the request of the key to the area designated above. Also, I agree not to loan, transfer, give possession of, misuse, modify, or alter the above referenced key. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above referenced key.

I understand and agree that violation of this agreement or loss of the key may render me responsible for the expenses of a relock for the affected areas.

Signature _____ Date _____

Department Head _____ Date _____

Facilities Director _____ Date _____

Key Number _____

I acknowledge receipt of the above referenced key.

Signature _____ Date _____