Students requesting keys for academic rooms or spaces on campus, other than their residence hall front door and room, must complete a key request form. The key request form must be completed and signed by the individual who will be using the keys, otherwise known as the *requester.*  Specific rooms and spaces are required in order to request a key. Facilities Services will determine which keys are to be issued. Please review and ensure steps are followed to prevent delays in key processing.

* Fill in Department and Department Chair name fields. Please print legibly. (Section A)
* Key request must be signed by the Department Chair or Administrator that oversees the space requested.
* Students will not be provided building keys.
* Keys requested for rooms or spaces that are not typically overseen by their department must include that department chair/administrator signature. (Section B)
* Key request forms should be hand delivered to the Facilities Services office. It may take up to **two weeks** for key requests to be processed dependent on the Facilities Services work load.
* Keys must be picked up in person at the Facilities Services office. Student ID is required.
* If student has overdue keys, *new keys will not be issued.*
* There is a minimum cost of **$100** for each door the key will lock/unlock.

Key Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Keys may not be kept past current semester.)

State purpose for key request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting to have access to the following rooms and/or spaces:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Requester’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Requester’s Name

Section A:

I have placed my initials next to the rooms and spaces listed above that my department typically oversees. I am responsible for determining who should receive keys within my department(s) and within those buildings, rooms and spaces. I am authorizing Facilities Services to prepare and distribute keys as indicated above. I am also authorizing Facilities Services to distribute those keys to the requester provided the requester personally picks up the keys and signs the key card.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Department Chair/Administrator Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair/Administrator Signature

Section B:

I have placed my initials next to the rooms and spaces listed above that my department typically oversees. I authorize Facilities Services to prepare and distribute keys as indicated above to the requester providing the requester personally picks up the keys and signs the key card.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair/Administrator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Department Chair/Administrator Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Department