



Key Request and Agreement Form

Policy

The objective of the building access control policy is to provide a reasonable level of security for the University and, at the same time, allow as much freedom of building access as possible to the campus community.

Students and part-time employees who are issued keys will be assessed a \$25.00 deposit. A deposit of \$5.00 will be required on Access Cards. The deposit will be refunded when the key(s) or Access Card is returned.

Should a student fail to pick up their requested key(s)/ Prox card an academic hold will be placed on the student's account and the student will be responsible for paying a \$20.00 restock fee to the Kinesiology and Health Science Department before the academic hold will be removed.

When a student completes a project, graduates, or leave the university for other reasons, they are responsible for returning their key(s) / Prox Card to the Key Office. Ideally, students will return their key(s)/ Prox Card within two weeks of their departure or completion of a project they are involved. Should a student fail to return their key(s) / Prox Card, a hold will be placed on the student's transcripts until they have returned their key(s)/Prox Card to the Key Office and may result in key replacement and/or rekeying with associated fees.

Annually, all personnel within the department that have a key(s) / Prox Card will be asked to confirm that 1) they still have the key(s) that were originally assigned to them and 2) that they still have a need for those key(s) / Prox Card. To confirm a key or Prox Card's Hook number, please work with the Kinesiology and Health Science Staff personnel to verify your keys.

In the event that a student should lose their key(s) / Prox Card, they forfeit the deposit(s) that were paid to the Key Office. Depending on what type of key is lost, the student will be responsible for covering any additional fines that may apply. If they want a new key issued, they have to file a police report and give the department staff the incident report.

Keys Needed

| Building | Room | Date Range |
|----------|------|------------|
| | | |
| | | |
| | | |



Student Information

Student Name _____ Student Major _____

A-Number _____ Email Address _____

Address _____ Phone Number _____

I agree to use assigned keys, pin and/or access card for official University purposes only. I agree to maintain assigned keys, pin and/or access card in a secure and responsible manner. I will not allow an unauthorized person to use keys, pin and/or access cards assigned to me. I further agree to abide by the University policy, which forbids me to reproduce a University key, pin and/or access card or allow either to be reproduced. I understand that inappropriate use of University keys, pin and/or access card may subject me to disciplinary action by the University.

I accept that keys and/or access cards shall not be labeled with space or building identifying text, tags or markings.

I understand that any loss or failure to return an assigned key may subject me to costs of key replacement and/or rekeying. For keys unlocking several doors, replacement and re-keying costs can be substantial. In case of failure to return a key and failure to pay for key replacement and/or lock re-keying, I understand that the University may enforce by all legal means its right to repayment for all costs incident to key replacement and/or lock re-keying, including attorney fees and costs of litigation.

I certify that I have read and understand the above University policy regarding card access, re-keying and key replacement.

Student Signature _____ Date _____

Supervisor Information

Supervisor Name _____ A-Number _____

As a supervisor, requesting keys for my student I understand that I bear the ultimate responsibility for proper use and return of keys by individuals I request keys for. Costs associated with misuse, loss, or non-return, which cannot be collected from the key holder, may be borne by the supervisor.

Supervisor Signature _____ Date _____