



KEY REQUEST FORM

CAMPUS SERVICES

DATE: _____ Badger ID Number: _____

NAME: _____

DEPARTMENT: _____ POSITION TITLE: _____

STATUS:
____ Faculty ____ Adjunct ____ Staff ____ Hourly ____ Student ____ Other (non-Snow)

Email Address: _____ Phone Number: _____

REQUESTED KEYS

Building: _____ Building: _____ Building: _____

Room #: _____ Room #: _____ Room #: _____

Key #: _____ Key #: _____ Key #: _____

Keys can be picked up at the Physical Plant, Room 103. Questions? Call ext. 7220

REQUESTED SIGNATURES

Department Head (All Keys): _____

Building Coordinator (All Keys): _____

President (Grand Master): _____

(Additional signatures of ALL Building Coordinators is required for a Grand Master)

KEY AGREEMENT

I, the undersigned, acknowledge receipt of the keys designated above and **agree to return them to the Physical Plant**. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to the making of unauthorized copies of the above keys. **(NOTICE: The unauthorized duplication of college keys and the use of keys for unauthorized access to college buildings is a misdemeanor and subject to criminal prosecution.)**

I understand and agree that violation of this agreement may render me responsible for the expenses for re-keying the affected areas. I also understand that I become financially responsible for re-keying of areas affected by lost keys. This is in accordance with Snow College Key Policy.

- Replacement of lost keys will be assessed at \$40 per inside door, \$60 per outside door, \$4 per key
- Replacement of card key or pass code for electronic locks will be \$12.50 per card/program

change.

OFFICE USE:

Signature: _____ **Date:** _____

(My signature acknowledges receipt of above listed keys and that I have read and understand the key agreement.)

Signature: _____ **Date:** _____

*(Signature of **Key Master** acknowledging issuance of keys to above named person.)*