



KEY ASSIGNMENT FORM

Key Holder _____ Social Security # _____

Address _____ Phone _____

_____ E-mail _____

Key # _____ Organization _____

Area(s) Accessed by key _____

Conditions and Terms

The key issued to the holder is not transferable and the key holder shall be solely responsible for any loss. Duplicating key(s) is strictly prohibited and in violation of this policy.

By signing this form, key holder agrees to pay all fees associated with securing the space accessed by key(s) should key holder not return key by _____.

The key remains the property of Student Programs and the key may be recalled at any time. The key holder will be notified in writing in the event of recall and must return the key by the date specified in the notification.

BY SIGNING BELOW, I AGREE TO RETURN KEY(S) BY OR BEFORE _____.

Charges

Replacement Key: \$1.95 x _____ keys = \$ _____ Lock Recore Fee: \$6 x _____ locks = \$ _____

Key Out

In signing this form, the key holder acknowledges that he/ she has read, understands and agrees to all of the conditions and terms set forth above.

Signature of Key Holder

Date

Signature of Adviser (if applicable)

Date

Key In

I acknowledge that the key holder has returned the key indicated above.

Signature of Student Programs Representative

Date

