

THE UNIVERISTY OF ARIZONA PSYCHOLOGY DEPARTMENT  
KEY PRIVILEGES REQUEST

Key Holder Name: \_\_\_\_\_

Cat Card Number:: \_\_\_\_\_

Email Address: \_\_\_\_\_

Building \_\_\_\_\_ Room(s) Access: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Duration of Request: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Key holder needs to initial each statement below.

- \_\_\_\_\_ The key holder is personally accountable for all University keys issued to them.
- \_\_\_\_\_ Misuse of key and the key privileges are subject to disciplinary action.
- \_\_\_\_\_ University keys may not be exchanged or loaned.
- \_\_\_\_\_ Lost or stolen keys must be reported within 24 hours.
- \_\_\_\_\_ If keys are lost or stolen, key holder will be charged for changing locks, and replacement of all keys issued for that door and any door for which the key accesses. (The fee is determined by the University Key Desk).
- \_\_\_\_\_ Key holder must carry room privilege card at all times while in the building, this is your permission to be here.

I, \_\_\_\_\_, promise to return the key and Room  
KEYHOLDER

Privilege Card for the keys mentioned above to the Department once my assignment has been completed. I also understand all statements initialed by me in the text above.

\_\_\_\_\_  
Signature of Key holder

\_\_\_\_\_  
Date

I understand the department will require me as the **faculty** member, who is sponsoring the above mentioned, to be responsible for the cost of the replacement key or the cost of re-keying the door if required, should the above non-employee not return the key(s) issued to them.

APPROVED BY \_\_\_\_\_  
Faculty Sponsor

\_\_\_\_\_  
Date

If an **entrance key** is needed please be specific as to why the non-employee would need this key. Also note, if this key is requested for an **undergraduate** (non-employee) who will be **working in the evening or on the weekends**, that they will require supervision while in the building.

\_\_\_\_\_

Department Head Approval (for entrance key) \_\_\_\_\_  
Date

Name \_\_\_\_\_  
To be filled out by admin. Office staff \_\_\_\_\_  
entered in data base \_\_\_\_\_  
RETURN DATE: dept \_\_\_\_\_  
Keydesk \_\_\_\_\_  
database \_\_\_\_\_