Key Privileges Request Form

Please note:

Undergraduate students are not issued keys or given CatCard access to the building without special permission from the Department Head. Undergraduates must always be supervised when in the building after-hours and on weekends.

☐ Physical Keys   ☐ Building Access   ☐ Both

Requester Name:_____

Cat Card Number:_____

UA Email Address:_____

Employment Type:_____

Building _____ Room(s) Access:_____

Reason for Request:_____

Duration of Request: Start date_____ End date_____

To be completed for physical keys only *(Requester needs to initial each statement below)*

_____ Keys may only be picked up from the individual whom the key is being issued, *(MUST present a UA CatCard).* The key holder is personally accountable for all University keys issued to them.

_____ It is the key holder responsibility to return all keys to the FM Key Desk prior to leaving the University or department. Never throw keys away.

_____ The transfer, exchange or loaning of University keys is PROHIBITED.

_____ Lost keys must be reported to the business office within 24 hours. Lost key replacement request will be required. DO NOT take University keys out of state or out of country.

_____ Stolen keys must be reported to UAPD IMMEDIATELY and obtain a copy of the UAPD police report. Stolen key replacement request will require a copy of the UAPD police report.

_____ Misuse of key and the key privileges are subject to disciplinary action.

To be completed for building access only *(Requester needs to initial statement below)*

_____ Doors are NOT to be propped open after business hours or on weekends. A silent alarm will sound and call UAPD.

Requester should type full name and sign below:

I, _____, promise to return the keys mentioned above to the FM Key Desk or business office once my assignment has been completed. I also understand all statements initialed by me in the text above.

_____   _____
Signature of Requester   Date

Supervisor needs to initial statement below, and sign:

_____ I understand the department will require me as the **s**upervisor, 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 requester lose or not return the key(s) issued to them.

_____   _____
Signature of Supervisor   Date

For Department Use Only
Name:_____
Date entered in database:_____