



**AZUSA PACIFIC  
UNIVERSITY**

**DEPARTMENT OF FACILITIES MANAGEMENT**

**Key Request Form**

**Policy and Procedures:**

- All key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys upon request.
- All key holders will be personally charged for lost keys and associated costs. All fines must be paid before a replacement key will be issued.
- Key holders will be fined for loaning out university keys. A second incident of loaning out university keys will result in a loss of key privileges.
- All keys are the property of Azusa Pacific University, not the key holder. A key holder's privileges can be revoked at any time.
- **It is your responsibility to review the complete key request policy and procedures on the Facilities Management website.**

Issue To: \_\_\_\_\_ ID#: \_\_\_\_\_ Requested By: \_\_\_\_\_ Ext. \_\_\_\_\_  
Please print Required Please Print

Department: \_\_\_\_\_ Dept. Head Signature: \_\_\_\_\_  
Please Print and Sign

Building/Location Name: \_\_\_\_\_ Office/Room #: \_\_\_\_\_ Card Swipe ( )

Additional Information: \_\_\_\_\_ Is this a Replacement Key? Y( ) N( )

Date Requested: \_\_\_\_\_ Start Date: \_\_\_\_\_ \*\*End Date: \_\_\_\_\_

APU Status: Faculty ( ) Staff ( ) Adjunct ( ) GR Student ( ) UG Student ( ) Guest ( )

**\*\*Per Campus Safety, the End Date will be only approved through the end of each semester for students\*\***  
**Campus Safety requires time and day access restrictions for all students. Under each day of the week list the hours you are permitting access:**

| Mon. | Tues. | Wed. | Thur. | Fri. | Sat. | Sun. |
|------|-------|------|-------|------|------|------|
|      |       |      |       |      |      |      |

I have read, and understand the above policy and procedures concerning the key(s) that I am being issued. By signing below, I agree to the above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Non APU Phone Number:** \_\_\_\_\_

**FROM THIS POINT ON, Facilities Management use only:**

**Approved By:** \_\_\_\_\_

| Building | Room | Key ID# | Key # | Return Date |
|----------|------|---------|-------|-------------|
|          |      |         |       |             |
|          |      |         |       |             |