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. __

Department: __________________________ Dept. Head Signature: __________________

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:

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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: __________________________

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<th>Building</th>
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