



Key Authorization Form

I, _____, authorize the distribution of keys to _____ for the listed room(s).
(faculty member's name) (key holder's name)

Faculty signature: _____ Date: _____

Building	Room Number	Key Label	Key #	Date distributed	Date returned
(for office use only)					

Key holder signature: _____ ID #: _____

I accept responsibility for the keys listed above and agree to terms stated herein.

- All keys will be returned promptly upon the end of the key holders appointment in the Department of Computer Science and Engineering
- Duplication or reproduction of keys by anyone other than Facilities Management Locksmith Services is strictly prohibited
- Key holders shall not use their University keys to allow access for unauthorized individuals
- Key holders shall report any lost or stolen key immediately to the Department of Computer Science and Engineering
- Individuals that enter locked buildings or spaces are responsible to re-lock them when they exit
- Loaning of University keys is prohibited. Loaning means lending, borrowing or otherwise facilitating unauthorized and/or unaccounted custody of a key or keys to individuals or groups by an authorized key holder.