Key Request

Student

2013-2014

Department of Campus Safety

General Information

E Number: _____   Date: _____

First Name: _____   Last Name: _____

Department: _____   Title: _____

Contact Information

Phone Number: _____   Office: _____

Email: _____

Key Information   *Master keys are not issued to students.*

Building Name	Room Number	Number of Keys

Supervisor: _____

Signature   Print Name

All Keys must be returned to the Department of Campus Safety by the last day of the academic year.

University Key Policy

Concordia University Irvine strives to provide a safe and secure environment. Your proper use and handling of assigned University keys can help to maintain this environment. All keys are University property and loaned to you during your time of enrollment.

- The signatory is personally accountable for all University keys issued to him/her.
- When the key(s) are returned to the Department of Campus Safety, it is the signatory 's responsibility to see that the key(s) have been cleared from their record.
- University key(s) can not be reproduced, exchanged, or loaned.
- Lost or stolen key(s) must be reported to the Department of Campus Safety within 24 hours of discovery.
- **Loss of issued key(s)** may result in a replacement fee of **$75.00**.
- **Broken or bent key(s)** must be returned to the Department of Campus Safety for replacement. A **$25.00** fee for a broken key may be incurred.
- **Failure to return issued key(s)** by the last day of the academic year may result in a fine of **$150.00** which may be charged to your Student Account.

Upon receiving your keys and agreeing to the above University Key Policy, please sign below

Signature: _____   Date: _____

Office Use Only

Authorizing Campus Safety Signature: _____

Received on: _____   By: _____

Building Name	Room Number	Key Code	Return Date