

# Room Access Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Room(s) \_\_\_\_\_

Reason for request \_\_\_\_\_

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Is this a key request?

No

Yes (see below)

I do not need a key, I just need access. I will make sure the room is closed and locked when I am finished.

I will need the room open on \_\_\_\_\_  
(Date)  
From this time \_\_\_\_\_ until \_\_\_\_\_

I will need the key from

\_\_\_\_\_ to \_\_\_\_\_  
(date of start) (end date)

or while I am involved with of  
this ministry : \_\_\_\_\_

By submitting this form, I accept responsibility for the key issued to me and will return it upon request or at the time my involvement with the ministry in question ends. I understand that failure to return the key when requested or due may result in a fine to pay for changing the effected locks and issuing new keys. I further agree not to duplicate or lend the key, and to report loss of a key immediately to my department's key manager. I understand that I may be charged a lost key fee.

**LOST KEY FEE \$75** (to rekey and secure campus)

Your Signature (for key requests) \_\_\_\_\_

Signature of Ministry head \_\_\_\_\_

For office use

Keys distributed

Keys Returned