The University of Arizona Psychology Department

Key Privileges Request Form

☐ Physical Keys ☐ Building Access ☐ Both

Requestor Name: ____________________________

Cat Card Number: __________________________

Email Address: ____________________________

Building _________ Room(s) Access: ________________

Reason for Request: ________________________________

Duration of Request: Start ___________ End ___________

To be completed for physical keys only (Requestor needs to initial each statement below)

_____ The key holder is personally accountable for all University keys issued to them.

_____ Misuse of key and the key privileges are subject to disciplinary action.

_____ University keys may not be exchanged or loaned.

_____ Lost or stolen keys must be reported within 24 hours. If keys are lost or stolen, key holder will be charged for changing locks, and replacement of all keys issued for that door and any door for which the key accesses (the fee is determined by the University Key Desk).

Building Access (Requestor needs to initial statement below)

_____ Doors are NOT to be propped open after hours/on weekends.

Requestor should type full name and sign below:

I, __________________________, promise to return the keys mentioned above to the Department once my assignment has been completed. I also understand all statements initialed by me in the text above.

_________________________________________  Date

Signature of Requestor

Faculty member needs to initial each statement below, and sign:

_____ I understand the department will require me as the faculty member, who is sponsoring the above mentioned, to be responsible for the cost of the replacement key or the cost of re-keying the door if required, should the above non-employee not return the key(s) issued to them.

_____ I understand undergraduates are not to be in the lab unsupervised.

_________________________________________  Date

Signature of Faculty Sponsor

For Department Use Only

Name: __________________________ Enter in database: ___________

Return Date: Department: __________ Key Desk: __________ Database: __________