Key Request Form

Part I – Requestor (Keyholder) Information
Date of Request: ______
Last Name: ______   First Name: ______
Datatel No.: ______   ☐ Faculty   ☐ Staff   Campus Box ______
Department ______   Phone: ______

This key request is for: ☐ New Issue   ☐ Replacement   ☐ Lock Change*
Key(s) requested for: Building: ______   Room/Office: ______
Building: ______   Room/Office: ______
Building: ______   Room/Office: ______

Approval Signatures:
Department Head/Chair: ____________________________   *Acct # (for lock change) ____________________________
VP/Dean: ____________________________   (for sub/area master keys only)

Keyholder’s Agreement

By my signature below, I agree to all the following terms:
1. The key describe herein remains the property of Elon University.
2. The key is entrusted to me - I will not duplicate, loan, exchange or otherwise allow its use or possession by anyone else.
3. I will report its loss, theft or destruction immediately to Campus Safety & Police, my department and the Physical Plant Key Shop.
4. If this key becomes lost, stolen or otherwise not available for return, I will pay the replacement fee.
5. When the key is no longer required as identified above, or upon request from the Key Shop, I will return it promptly. If I do not return this key, I agree to all the following terms:
   a. I will pay the current key replacement fee;
   b. I will, if required, pay the cost for re-keying all affected locks.

Keyholder’s Signature (upon receipt of keys): ______   Date of issue: ______

Key Room Use Only:
Key Code: ______   Key Use: ______   Date entered: ______