

ELON UNIVERSITY

Key Request Form

Please complete one form per person and submit to the Physical Plant Key Shop after signatures are obtained.

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: