

## HARTWICK COLLEGE KEY REQUEST FORM

To ensure timely processing of keys, please print and accurately fill in all areas of information. Incomplete forms will be returned. All copies are to remain intact for Campus Safety Department processing.

Check appropriate boxes: Faculty  Administrator  Staff  Part-time/Seasonal employee  Renewal Request   
 Student  Intern  Other: \_\_\_\_\_ Replacement request

	Last Name	First Name	Department	Contact Number
Issue key(s) to				
Requested by:				
Department Head				

It is understood to be the following Department Chair/Head's responsibilities: (Actual terms may be referenced at [www.hartwick.edu/keypolicy.xml](http://www.hartwick.edu/keypolicy.xml))

- Determine actual need for use of facilities
- Determine the need for supervision and/or need for more than one person present due to safety requirements
- Grant request only to those whom it is deemed responsible
- Contact Campus Safety immediately upon determination of lost or stolen key for incident report
- Restoration fee for will be charged to the department for costs incurred to replace cores if necessary

\_\_\_\_\_  
 Department Chair/Head Signature Date

FOR OFFICE USE ONLY									
Date key form submitted to control					Date key form received from control				
Date Key Holder contacted:					Email <input type="checkbox"/> TC <input type="checkbox"/>				
Key No	Room	Building	Date Key(s) to be returned Or <input type="checkbox"/> return upon employment termination	Date issued	Issued by	Date returned or returned to stock (never picked up key)	Received by	Date Key Reported Lost or Stolen	Date Account Charged
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I agree to abide by all the terms outlined in Hartwick College Campus Key Control Policy, referenced at [www.hartwick.edu/keypolicy.xml](http://www.hartwick.edu/keypolicy.xml). Failure to comply with terms/conditions may result in revocation of privileges. I authorize Hartwick College to charge me for lost or stolen keys consistent with the schedule in the key policy. If not paid, I further authorize Hartwick College to deduct any outstanding key charges from my student account (if a student) or my paycheck (if an employee). If I fail to return issued keys upon termination of employment, I authorize Hartwick College to automatically deduct any outstanding key charges from my final paycheck.

\_\_\_\_\_  
 Signature of Key Holder Date