



# GLENVILLE STATE COLLEGE

Key Requested/Approved By (Department Head / Chair) \_\_\_\_\_

Key Authorized By (President / Vice President) \_\_\_\_\_

Date Requested \_\_\_\_\_

Applicant's Name (Last, First, Middle) **Print** \_\_\_\_\_

☐ Faculty    ☐ Staff    ☐ Student    ☐ Permanent  
☐ Temporary    Start date \_\_\_\_\_ End date \_\_\_\_\_

Building \_\_\_\_\_

Department \_\_\_\_\_

Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

Key Type \_\_\_\_\_ Key Type \_\_\_\_\_ Key Type \_\_\_\_\_ Key Type \_\_\_\_\_ Key Type \_\_\_\_\_

Key Code \_\_\_\_\_ Key Code \_\_\_\_\_ Key Code \_\_\_\_\_ Key Code \_\_\_\_\_ Key Code \_\_\_\_\_

**By my Signature below, I agree to the following terms:**

1. The Key(s) described herein remains the property of Glenville State College
2. The Key(s) is entrusted to me—I will not duplicate, loan, exchange, or otherwise allow use or possession by anyone else.
3. I will report loss, theft, or destruction of key(s) immediately to Public Safety, Physical Plant, and my supervisor.
4. If the key(s) become lost, stolen, or not available for return, I will pay the key replacement fee at \$50.00 per key and /or the cost for re-keying all affected locks.
5. In the case of resignation, retirement, or termination of employment I will return all keys to Physical Plant.

Applicant's Signature Receiving Key \_\_\_\_\_

Date Received \_\_\_\_\_

## **ALL KEYS MUST BE TURNED IN TO THE PHYSICAL PLANT**

Person Returning Key (Last, First, Middle) **Print** \_\_\_\_\_

Signature of Person Returning \_\_\_\_\_

Date Returned \_\_\_\_\_

Key Type Returned \_\_\_\_\_

Building \_\_\_\_\_

Key Code Returned \_\_\_\_\_

Department \_\_\_\_\_