

Undergrad Workshop & Classroom Key Agreement FALL SEMESTER 2018

You are required to fill out all information and sign below.

Name _____ Local Phone # _____ Andrew Email _____

PLEASE PRINT

Dept: _____ Status (circle one): Fr So Jr Sr

The faculty members responsible for workshops & classroom studios must sign approval below. Keys may be **checked out from Keni Jefferson** in the Art Office every weekday from **9:00 a.m. to 5:00 p.m.**

<u>Bldg.</u>	<u>Room No.</u>	<u>Course No. or Monitor</u>	<u>Key #</u>
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____
_____	_____	_____	_____ - _____

I understand and agree to the following conditions regarding the keys to the above School of Art workshops & classrooms.

- 1) There is no charge for checking out the keys.
- 2) The keys are for my use only. I will not allow other individuals to use my keys and/or give access to individuals for whom access has not been approved. While I am in the workshops & classrooms to which I have key access, I will be responsible for monitoring the access of other individuals, respect tool and material policies of the rooms, and lock the rooms upon exit. I will forfeit my right to check out keys if I disregard these conditions.
- 3) Keys must be returned to the Art Office by 5:00 p.m. on **MONDAY, DECEMBER 17, 2018**. Keys not returned on time and not reported lost will be treated as lost and your student account will be charged.
- 4) Lost keys will result in a **non-refundable charge** to my university account of **\$50.00 per key**. When a key is lost, the lock will be rekeyed at the end of the semester.

STUDENT SIGNATURE _____

Date _____

***** OFFICE USE ONLY *****

Initials of STAFF PERSON checking Out Key(s) _____

Date _____

Initials of STAFF PERSON checking In Key(s) _____

Date _____