



Key Request Form

Phone: 541-962-3562
E-mail: facplan@eou.edu

Facilities & Planning

Issue Date: _____

Date: _____

Initial: _____

From: _____

Dean or Director (Please Print)

Keys will be issued to faculty, staff, and students with a recurring need of access outside of normal working hours. If temporary issue, list return date if less than school year.

Issued to: _____

Faculty

Staff

Student

Other

EOU ID No. _____

Reason for Request

Photo I.D. will be required to receive key

Building

Room#

Key#

Key Code#

Illegible and incomplete key requests cannot be processed and will be returned. Please allow 48 hours to process request. All requests for outside door keys MUST be signed by the Provost, VP of Business Administration or VP of Student Affairs.

Dean or Director Signature: _____

Provost or VP Signature: _____

(Required for Building Master Keys)

Date: _____

I the undersigned agree to adhere to Eastern's Key Policy and agree to report lost or stolen keys to the School Dean, Director or Unit Head to preserve the safety of individuals and the security of property. I also agree to the General Policy, Article D that states: Eastern Oregon University will charge \$25.00 penalty for each unreturned key. The penalty is due and payable immediately. Failure to pay will result in having the penalty turned over to Accounts Receivable for collection. In the case of a student, a hold will be put on transcripts and grades until the debt is paid in full. Students are required to return all campus keys to the Facilities and Planning office on or before June 15th of each school year.

Key Holder's Signature _____

(To be signed upon receipt of key)

Date: _____