



Facilities Scheduling & Conference Services  
One University Blvd. Hoke Union Building 213  
La Grande, OR 97850  
Phone: 541-962-3575  
Email: [hrapp@eou.edu](mailto:hrapp@eou.edu)

## Key Request Form

Hoke Union Building

Date:

Issued to:

Faculty      Staff      Student      Other

EOU ID No.:

Issue Date:

Reason for Request:

\_\_\_\_\_

Photo ID will be required to receive key.

Room #	Key # (checked out)	Checked in (date & initials)

Illegible and incomplete key requests cannot be processed and will be returned. Please allow 48 hours to process request. Please have picture ID available for signatures and key check-out.

VP for Student Affairs:

\_\_\_\_\_ (administrative request)

Director for Housing and Student Involvement:

\_\_\_\_\_ (administrative request)

Assistant Director for Student Involvement:

\_\_\_\_\_ (student organization request)

Building Manager Signature:

Student Director/Club President:

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 and charges for rekeying office doors if necessary. 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 debt is paid in full. Students are required to return all HUB keys to the Hoke Union Building office on or before June 15<sup>th</sup> of each school year.

\_\_\_\_\_ Key Holder's Signature

\_\_\_\_\_ Date