

## Facilities & Planning

**Issue Date:** \_\_\_\_\_

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.

\_\_\_\_\_  
Dean or Director (Please Print) Date

Issued to: \_\_\_\_\_

Faculty                      Admin Faculty                      Staff                      Student

EOU ID No. \_\_\_\_\_

### Reason for Request

***\*Photo I.D. will be required to receive key\****

Building	Room #	Key Code	Key #
		Facilities use only	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Illegible and incomplete key requests cannot be processed and will be returned. Please allow 48 hours to process request. All requests for building master keys MUST be signed by the VP of Finance & Administration.

**Dean or Director Signature:** \_\_\_\_\_  
(Required for any key request)

**Director of Facilities & Planning Signature:** \_\_\_\_\_  
(Required for any key request)

**VP of Finance & Administration Signature:** \_\_\_\_\_  
(Required for building master keys)

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** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(To be signed upon receipt of key)

Office Use:      To Locksmith                      e-mail                      Picture ID                      Key Data Base  
Signature