



## Key Request Authorization and Agreement

| Today's Date:   |                  |                                       |          |  | Plant Operations Received Date:    /    /      |                  |                     |
|---|------------------|---------------------------------------|----------|--|--|------------------|---------------------|
| <b>** AREAS IN GRAY FOR PLANT PERSONNEL ONLY**</b>  |                  |                                       |          |  |  |                  |                     |
| <b>Last Name:</b>   |                  | <b>First Name:</b>                    |          | <input type="checkbox"/> Faculty<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Other |  | <b>Job Title</b> |                     |
| Department:   |                  | Authorized By (i.e. VP, Dean, Chair): |          |  | Phone:<br>(    )    -    (    )    -    (    ) |                  |                     |
| Item  | Swipe/Key Number | Campus                                | Building | Room Number  | Key Issued Date                                | Key Return Date  | Key Holder Initials |
| 1   |                  |                                       |          |  |  |                  |                     |
| 2   |                  |                                       |          |  |  |                  |                     |
| 3   |                  |                                       |          |  |  |                  |                     |
| 4   |                  |                                       |          |  |  |                  |                     |
| 5   |                  |                                       |          |  |  |                  |                     |
| 6   |                  |                                       |          |  |  |                  |                     |
| 7   |                  |                                       |          |  |  |                  |                     |
| 8   |                  |                                       |          |  |  |                  |                     |
| 9   |                  |                                       |          |  |  |                  |                     |
| 10  |                  |                                       |          |  |  |                  |                     |
| Comments Noted by Item Number:  |                  |                                       |          |  |  |                  |                     |
| <b>Agreement:</b><br>For and in consideration of the use of the above keys to the institution's premises, the undersigned hereby acknowledges receipt of such keys, and agrees to use such keys only in accordance with Middle Georgia State University's (MGA) Key Control Access Policy. In the event any key in the key holder's possession is lost or stolen, the key holder agrees to report such loss or theft immediately to Plant Operation or MGA Police, respectively. The undersigned agrees that the above keys remain the sole and exclusive property of MGA while in the undersigned's possession and agrees to return all keys to Plant Operations upon termination of duties or upon one business day's prior request. In the event that the undersigned fails to return any of the keys upon his/her termination of duties or if keys are lost, the undersigned agrees to pay a charge of \$10.00 per interior door key, \$50.00 per exterior door key, and \$100.00 per building master key. These charges will be collected to repair or rekey the lock to guarantee the security of the facility or facilities. |                  |                                       |          |  |  |                  |                     |
| Keys Received By:   |                  | Print Name                            |          | Signature  |  | Date             |                     |
| Keys Returned By:   |                  | Print Name                            |          | Signature  |  | Date             |                     |