



**AZUSA PACIFIC
UNIVERSITY**

DEPARTMENT OF FACILITIES MANAGEMENT

Key Request Form

Policy and Procedures:

- All key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys upon request.
- All key holders will be personally charged for lost keys and associated costs. All fines must be paid before a replacement key will be issued.
- Key holders will be fined for loaning out university keys. A second incident of loaning out university keys will result in a loss of key privileges.
- All keys are the property of Azusa Pacific University, not the key holder. A key holder's privileges can be revoked at any time.
- **It is your responsibility to review the complete key request policy and procedures on the Facilities Management website.**

Issue To: _____ ID#: _____ Requested By: _____ Ext. _____
Please print Required Please Print

Department: _____ Dept. Head Signature: _____
Please Print and Sign

Building/Location Name: _____ Office/Room #: _____

Additional Information: _____ Is this a Replacement Key? Y() N()

Date Requested: _____ Start Date: _____ **End Date: _____

APU Status: Faculty () Staff () Adjunct () GR Student () UG Student () Guest ()

****Per Campus Safety, the End Date will be only approved through the end of each semester for students****

Campus Safety requires time and day access restrictions for all students. Under each day of the week list the hours you are permitting access:

Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.

I have read, & understand the above policy & procedures concerning the key(s) that I am being issued. By signing below I agree to the above.

DO NOT SIGN UNTIL THE TIME OF PICK-UP.

Signature: _____ Date: _____

E-mail: _____ Non APU Phone Number: _____

FROM THIS POINT ON, Facilities Management use only:

Approved By: _____

Building	Room	Key ID#	Key #	Return Date