Cornell College
Key Request Form

Key to be issued to: _____ ☐Faculty ☐Staff ☐Student ☐Contractor
(Please Print)   First Name   Last Name

UserName: _____ ID#: _____ Department: _____

Building & Room # or Door Location(s): _____

Date needed: _____ Date to be returned: _____

Key to be used for: _____

***Official Policy*:** The complete listing of Cornell College key and lock policies and procedures for campus facilities can be read at **cornellcollege.edu/residence-life/services/keys**.

Ownership of Materials: All locks, keys, electronic access cards, and access codes are the sole property of Cornell College. Cornell College reserves the right to change locks, keys and access levels as needed. Duplication of keys issued by Cornell College is strictly prohibited and is considered a violation of college policy.

Key Usage: Access keys are assigned at an individual level and photo identification is required to obtain key(s). It is the responsibility of individuals to maintain control of their keys. Keys are not to be loaned or transferred to other individuals. A departing employee or one changing position must return their key(s) to the Office of Residence Life. Anyone found in the possession of another's keys or card shall have the keys or cards confiscated by the Office of Campus Safety.

Authorization: Keys are issued to faculty and staff only to the extent necessary for them to perform their jobs properly. Keys may temporarily be issued to students for reasons of research, off-hour studies, student employment or other legitimate purposes. Release of these keys must be authorized by the responsible department head. The authorizing party accepts all responsibility for use, return, or loss of these keys.

Key Returns: All keys must be returned to the Office of Residence Life when duties no longer necessitate use of the key. Keys shall not be retained within offices or departments.

Lost Keys: Lost, missing or stolen keys are to be reported to the Office of Residence Life and Office of Campus Safety as soon as possible. When appropriate, 48 hours will be allowed to provide proof the missing key has been found. If an individual has two or more separate incidents of lost, stolen, missing or non-returned keys, the College may revoke their key privileges.

Liability: Loss of or failure to return keys to the Office of Residence Life will result in a rekeying charge of $100.00 per lock, with a maximum charge of $500.00 to the individual. Additional results may include, but are not limited to, withholding of grades and/or transcripts for students and payroll deduction for employees.

By signing this document I hereby acknowledge that I have read and understand the Cornell College key and lock policies and procedures for campus facilities and relevant statements above. I agree to abide by these policies and understand that possession of keys provides me access to secured areas, and that this brings with it appropriate responsibilities and subjects me to the sanctions deemed appropriate by the college administrative staff.

Key Holder Signature: _____ Date: _____

Faculty/Staff/Advisor Signature: _____ Date: _____

Division head signature: _____ Date: _____

Master Keys Only
Director of Facilities Services signature: _____ Date: _____

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The list below represents the individual keys that correspond to the building and room locations requested on the front side of this form. By initialing below I acknowledge that I received and/or returned the requested keys and that they were in working condition upon checkout and/or check-in. I also acknowledge that it may be necessary for me to obtain initials from my division head or their designee for any additional keys added to this form after it was initially signed.

Approval	Residence Life Office Use Only:		Key Checked Out		Key Returned	
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Initial: _____	Date: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Date: _____	Initial: _____	Initial: _____	Date: _____
DHI: _____	Hook: _____	Key: _____	Date: _____	Initial: _____	Initial: _____	Date: _____

Residence Life Office Use Only:

System enter date: _____ By: _____   System return date: _____ By: _____