

METAL KEY ISSUANCE AGREEMENT MEMO

To: Authorized Key Requesters and Recipients of Metal Keys

Fr: The Lock Shop, Physical Plant, Facilities & Campus Services

Recipient of metal keys (the key holder) will be required to sign a Key Issuance Agreement when the key holder picks up the key at the Lock Shop and will be required to show a photo ID.

The key issuance agreement states that the Key Holder:

- acknowledges receipt of the key(s).
- agrees not to loan, transfer, give possession of, misuse, modify or alter the key(s).
- agrees not to cause, allow or contribute to the making of any unauthorized copies of the key(s).
- understands and agrees that violation of the agreement may render the key holder responsible for the expense of a relock for the affected areas.
- understands and agrees that a repeat offense may result in further disciplinary action being taken against the key holder.
- understands that it is the key holder's responsibility to return all keys to the Physical Plant Lock Shop upon termination or end of engagement on campus.