



Key Check-out/Return & Building Access Form
for More Hall, Wilcox Hall, Wilson Ceramics Lab, and Harris Hydraulics

KEY CHECK OUT REQUEST
TO BE COMPLETED BY FACULTY SUPERVISOR

Date
Requesting faculty name/title
Requesting faculty email
Key recipient's name/title
Key recipient's email
Key recipient's SID or EID
Anticipated Key(s) return date
and/or no longer need More Hall
access

Table with 6 columns: Building, Room #, Reason for key Check Out, Key # recorded in Key Log, Date of Check Out, Date \$20 Deposit Received. Includes header for KEY CHECK OUT REQUEST and KEY CHECK OUT TRACKING.

Key Check-Put Policy: Send completed form to CEE Administrative Assistant, Jon Emard. Upon receiving the electronic form from the faculty supervisor, Jon will let the key holder know that their key is ready for pick-up. More 201 Office hours are M-F 8:30am-5pm. A \$20.00 refundable deposit is required upon check out, but will be issued back in the form of a check when key(s) are returned. The \$20.00 deposit can be submitted to Jon in the form of a check or cash. Please review the lost/stolen keys policy below on second page.

COMPLETED BY KEY HOLDER UPON KEY CHECK-OUT

I concur with the terms set forth in this key check-out and return form.

Key Holder Signature Date



| KEY RETURN & MORE HALL BUILDING ACCESS TRACKING | | | |
|---|---------------------------|-------------------------------|---------------------------|
| CEE CENTRAL STAFF USE ONLY | | | |
| Date key returned | Date key deposit returned | Date More Hall access removed | Key # recorded in Key Log |
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Key Return Process: Upon key(s) return to More 201, CEE Administrative Assistant, Jon Emard, will email a copy of this form to the key holder and request a confirmation that they returned all key(s) listed above by supervisor, in order to receive the \$20.00 deposit in the form of a check. Upon key return, please let Jon know your 1) full name 2) address 3) email.

COMPLETED BY KEY HOLDER UPON KEY RETURN

I have returned my key(s) to More Hall Room 201.

Key Holder Signature Date

_____ Please initial here if you paid a \$20.00 key deposit and would like a refund in the form of a check

PLEASE REVIEW IMPORTANT INFORMATION

LOST/STOLEN KEYS:

1. Key(s) are not to be duplicated in any way.
2. Please report to Jon Emard, jmemard@uw.edu, immediately. The refundable deposit is forfeited in the event of a lost/stolen key and a new deposit is required when receiving a replacement.
3. Key(s) are issued for access to CEE department spaces as deemed appropriate by Faculty Supervisor or CEE Administration. Keys are non-transferrable and must be returned to the CEE department at the conclusion of your studies/participation in CEE sponsored activities.

Form is not applicable to key(s) issued to CEE Faculty, Staff (w/permanent CEE appointments) and UW Facilities/Central offices personnel

Questions? Please email Jon Emard at jmemard@uw.edu