

CCE KEY POLICY

Keys will be assigned to all new faculty, staff, visiting professors or scholars and graduate students after a faculty or administrative signature has been obtained. A completed *Key and Building Request form* (found at www.ce.ufl.edu/forms/graduate) must be submitted to the Graduate Records and Advising Center. A key will then be given to the requestor. Since it is difficult for the key coordinator to track down undergraduate students and post doc students, keys for these groups will only be assigned to the faculty member or the club/organization sponsor and he/she will be responsible for maintaining this key inventory and returning the keys to the coordinator once surrendered by the holder.

Students are required to surrender their keys prior to the commencement ceremony. A hold will be placed on the graduating student's account unless the key is returned prior to commencement. In the case that a student will be continuing on for further graduate work or as a post doc, he/she should meet with the key coordinator to inform her/him that this is the case. If the student is a post doc, his/her key will be reassigned to the student's faculty supervisor.

8/31/09

KEY APPROVAL & BUILDING ACCESS FORM

NO MASTER KEYS WILL BE ISSUED TO STUDENTS. SUB-MASTER KEYS MUST BE REQUESTED BY FACULTY AND APPROVED BY THE DEPARTMENT CHAIR!

Keys issued to students will require approval by faculty or department administration. **Return of keys is considered a requirement for graduation or grades in courses.** Keys will be surrendered to the department, college, or university authorities immediately upon request.

Name UF ID #

Department Status: Undergrad Grad Student Staff Faculty Visiting Prof/Scholar

E-mail Address:

(If a key needs to be ordered, you will be notified by e-mail when it is ready.)

Local Phone Number:

Permission for Access:

This individual has my permission to gain access to the following rooms and should be assigned an entry key to each:

| | | | |
|--------|----------------------|----------|----------------------|
| Room # | <input type="text"/> | Building | <input type="text"/> |
| Room # | <input type="text"/> | Building | <input type="text"/> |
| Room # | <input type="text"/> | Building | <input type="text"/> |
| Room # | <input type="text"/> | Building | <input type="text"/> |

Will this student need after-hours building access? Yes No

Name of Faculty: Initialed by Faculty: _____
(Typed or Printed Name of Faculty)

I, the undersigned, **acknowledge** receipt of the keys designated above and/or building access. I also **agree** not to loan, transfer, give possession of, misuse, modify or alter the above keys and/or building access. I further **agree** not to cause, allow, or contribute to the making of any unauthorized copies of the above keys and/or building access.

I **understand** and **agree** that violation of this agreement may render me responsible for the expense of a relock for the affected areas and replacement of equipment and/or materials missing due to my misuse of this privilege.

Student Signature: _____ Date _____

FOR OFFICE USE ONLY:

| Room Number | Key Number | Issue Number | Date Issued | Date Returned |
|-------------|------------|--------------|-------------|---------------|
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