

# GEORGE FOX UNIVERSITY KEY AUTHORIZATION FORM

Name of Applicant

\_\_\_\_\_

Applicant's Email Address

\_\_\_\_\_

Building/Room

Key Number  
(to be filled in by locksmith)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Building Monitor Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby accept responsibility for the above key(s) and agree that I will not loan, duplicate or misuse the key(s) in any way. **If I no longer need this key or if I am leaving the university I will not pass it on to someone else but will return it to the Plant Services office.**

Failure to abide by this agreement may result in suspension or loss of job. I agree to pay a fine for the following lost or unreturned keys: No less than \$35 – key that opens one door, No less than \$75 – key that opens 3 or more doors, No less than \$125 – building master key, No less than \$250 – key that opens more than one building.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_