

## Wilson College of Textiles

### Key Request and After Hours Building Access Request

Name		Date	
ID#		Email	
Department		Phone #	

**Choose one:** Faculty/Staff    Post-Doc    Graduate Students\*    Undergrad Students\*    Visiting Scholars

### 1. Keys requested for the following doors Simple K request # \_\_\_\_\_

(shaded columns to be completed by office staff)

Door # Requested	Key # Issued	Date Issued	Issued by	Date Returned

**Agreement: I understand that I am personally responsible for all keys issued to me, that keys are non-transferable, and that the loss of keys or failure to return them will incur a \$50 charge. All keys issued to students will incur a one-time deposit of \$25, refundable once all keys are returned. Students' keys must be returned within 15 days of graduation.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount	Date Paid	Receipt #	Cash or Check Check #: _____

### 2. After Hours Card Access Request if needed

Supervisor / Advisor **should initial** box to request 24/7 ID card access to building and **write the date access should be terminated**, if not faculty or staff. **Date Access Should be Terminated:** \_\_\_\_\_

### 3. All Signatures Required

APPROVED: \_\_\_\_\_  
Faculty Advisor or Supervisor (please sign and **print**) Date

APPROVED: \_\_\_\_\_  
Department Head or Director (please sign and **print**)  
Date

**After obtaining all signatures, please bring the completed form to the Center for Academic, Career and Student Services in Textiles room 2418.**