



# KEY REQUEST

E-mail completed form to [bme-access@lists.utah.edu](mailto:bme-access@lists.utah.edu) or deliver in person to SMBB 3100.  
You will be notified via e-mail when your key(s) are ready for pick up. Bring your photo ID and cash deposit.

This key is for:

- Faculty  
 Staff

- Student  
 Other \_\_\_\_\_

First Name: \_\_\_\_\_

Request date (mm-dd-yy): \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

uID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Key(s) needed for Building and Room #: \_\_\_\_\_

Reason(s): \_\_\_\_\_

I agree to the following:

- I have read and understand the conditions of key responsibility as outlined in the BME Department Access Policy and the University Key Policy. (<https://regulations.utah.edu/administration/3-234.php>)
- I will not lend my keys to anyone at any time.
- I will return my keys:
  - Within two (2) weeks of the end of the \_\_\_\_\_ semester.  
If needed for more than one semester, please note the anticipated end date, if any.
  - When my employment/need ends.
- I understand that if my key(s) are lost or stolen, I will alert the department immediately. Any replacement keys will require additional deposits.
- I understand violations of any of the above may lead to my suspension or termination from the University.

Key Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Faculty/Staff Name (print) \_\_\_\_\_

*For department use only*

Request #: \_\_\_\_\_

Keys Issued

Building	Room	Hook	Issue

Deposit Receipt Received

Receipt Returned

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Deposit Waived

Date: \_\_\_\_\_

Deposit Receipt from Faculty

Staff Initials: \_\_\_\_\_

I certify that I have received the key(s) issued: \_\_\_\_\_ Date: \_\_\_\_\_