

## **CTSA Key Checkout Guidelines**

The policy for key checkout in the CTSA is to provide faculty, staff and students with the keys that they need in order to perform their various duties. Keys will be distributed based on the following guidelines:

- Students will be required to submit a refundable deposit of \$10.00 (cash) for each key checked out.
- Faculty and staff will be given key(s) at no charge; however, a refundable deposit of \$10.00 (cash) will be required for each replacement key.
- This is also a \$40.00 non-refundable key replacement charge for each lost key.
- The \$10.00 refundable deposit in all instances will be returned when the key(s) is returned.

### **CTSA Key Checkout Procedure**

1. Complete Part 1 on the key request form: Please be sure to fill in everything, as omissions may cause a delay in issuing your key(s).
2. Indicate both the Building and Room for the needed key(s).
3. Have your department manager or supervisor sign the form.
4. Sign part three after reading the Acknowledgment of Responsibility.
5. Bring the completed form to the Dean's Office front desk in the Mesa Arts Building. (2<sup>nd</sup> floor)
6. Your key(s) will be ready for pick up 24 hours after the form has been dropped off.
7. Pick up your key(s) at the Dean's Office front desk in the Mesa Arts Building. (2<sup>nd</sup> floor)
8. If you are a student, you will be required to place a \$10.00 cash deposit for each key(s) received. The deposit will be returned when the key(s) is returned.
9. If you are an employee and have lost your original key(s) and need a replacement, you will be required to place a \$10.00 cash deposit for each key received.
10. All lost keys are assessed a nonrefundable \$40.00 key replacement fee.
11. If you have any questions, please send an email to [tfweiner@uci.edu](mailto:tfweiner@uci.edu)

**University of California, Irvine  
Claire Trevor School of the Arts  
Key Request Form**

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**Part 1: Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Circle one below

Faculty      Staff      Graduate      Undergraduate      Visitor

Employee Number/Student Number \_\_\_\_\_

Key(s) to be returned by: \_\_\_\_\_

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**Part 2: Keys Needed**

Building/Room	Key Number	Stamp Number	Date Issued	Date Returned	Deposit Paid

**Part 3: Acknowledgement of Responsibility**

I hereby accept responsibility of all university keys issued to me and will follow all rules and regulations with regard to security of university property within the confines of space assigned to me. I understand that I am the only person authorized to use keys assigned to me and I will not allow the use of my key(s) by unauthorized persons. I understand that my final paycheck or deposit will be withheld until the key(s) assigned to me are returned to the university.

Supervisor (print name): \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_

Department Authority: \_\_\_\_\_

Recipient: \_\_\_\_\_