

### 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 given a metal key(s) at no charge; however, a fee of **\$100.00** per metal key will be **invoiced** to the student's **Zot Account** for each key that is lost or not returned by the agreed upon date. **Unpaid invoices** may result in being dropped from classes, prevent you from future registration, transcripts or diploma held, etc.
- **Faculty** and **Staff** will be given a metal key(s) at no charge; however, a charge of **\$40.00** will be required for each replacement key.
- **Key cards** will be issued at no charge. There will be a non-refundable fee of **\$15.00** for each lost key card.
- **Metal Keys** and **Key Cards** must be returned to the CTSA Key Office by the Due Date.

### CTSA Key Checkout Procedure

1. Complete "Personal Information" section 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 complete the "Keys to be returned by date" section.
4. Have your department manager or supervisor sign the form.
5. Sign the bottom of the "CTSA Key Checkout Guidelines" sheet and the "Acknowledgment of Responsibility" after reading the Acknowledgment of Responsibility.
6. Bring the completed form to the Dean's Office front desk in the Mesa Arts Building. (2<sup>nd</sup> floor). 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)

If you have any questions, please send an email to [ArtsFacilities@uci.edu](mailto:ArtsFacilities@uci.edu)

I have read and understand the above Guidelines and Procedure.

Signature: \_\_\_\_\_

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

Name Printed: \_\_\_\_\_

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

**Personal Information**

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

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

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

CTSA Affiliation (check one):      Faculty      Staff      Graduate      Undergraduate      Visitor

Employee / Student ID Number: \_\_\_\_\_

**Keys Requested:**

Building AND Room	Key Number	Stamp Number	Date Issued	Date Due	Date Returned

**Acknowledgement of Responsibility**

I hereby accept responsibility for 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 the replacement cost for EACH metal key is \$100 and EACH lost key card is \$15. I understand that my Zot Account will be billed or my final paycheck withheld until the key(s) assigned to me are returned to the University.

**Key Recipient Signature:** \_\_\_\_\_

CTSA Department: \_\_\_\_\_

Supervisor/Department Authority Name (Printed): \_\_\_\_\_

Supervisor/ Department Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CTSA USE ONLY-LATE/LOST INVOICING**

CTSA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KFS Processing:      Delivered on: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_       Ready to file