Lionel Hampton School of Music

Key Checkout Form

Directions

1. Obtain faculty signatures for each key as well as the LHSOM Director (upon request)
2. Pay deposit to the UI Cashier at SUB ($25 per key and refundable upon return). Be sure to get stamp below.
3. Return form to School of Music to receive key.

Name: _____

Last *First*

UI ID#: _____

E-Mail: _____

Phone: _____

Current Address: _____

Street City St Zip

Permanent Address: _____

Street City St Zip

- I understand that the keys issued to me are the property of the University of Idaho.
- I also understand that the keys issued to me are for my sole and personal use, not to be lent to anyone and not to be reproduced.
- I understand my responsibility for the security of keys and the rooms they unlock.
- I understand there will be a hold placed on my student account and a charge of $50 per key for each key not returned at the end of the academic year.
- I understand that if I lose the key, I may be responsible to pay the fee to re-key the appropriate room(s) in order to keep the Lionel Hampton School of Music secure.

Signature_____ **Date**_____

Keys Requested

Bldg.; Room _____ _____

Reason _____ _____

Faculty approval _____ _____

Director's approval _____

(ONLY needed upon request of office personnel)

Amount due: $25.00 per key (May not be charged to student account) Detail code: AL02 *Return this form to the School of Music*	*Cashier, please stamp here*