

*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)

<p><b>Amount due: \$25.00 per key</b> (May <u>not</u> be charged to student account)</p> <p>Detail code: AL02</p> <p><i>Return this form to the School of Music</i></p>	<p><i>Cashier, please stamp here</i></p>
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