MECHANICAL/METAL KEY REQUEST FORM
University of California, Berkeley
Etcheverry/Hesse Halls – Mechanical Engineering

THIS FORM IS FOR METAL KEY REQUESTS ONLY. PLEASE USE THE CARDKEY APPLICATION (PURPLE FORM) FOR CARDKEY ACCESS REQUESTS.

BRING COMPLETED FORM, CAL ID, AND CHECK/MONEY ORDER DURING KEY HOURS (TUESDAY – FRIDAY 9:00 A.M. – 11:00 A.M.) TO 6195EH FOR PAYMENT PROCESSING, AND THEN PROCEED TO 6161EH TO OBTAIN ACCESS

EID/SID #: ____________________________ CIRCLE ONE: ETCHEVERRY OR HESSE
(A separate form for each bldg is required)

NAME: ________________________________ E-MAIL: ________________________________

PHONE: ________________________________ START DATE: ____________________________

EXPECTED TERMINATION/GRADUATION DATE: ____________________________

PLEASE CHECK ONE:
☐ Faculty ☐ Staff ☐ Graduate ☐ Undergrad ☐ Post Doc
☐ Visiting Scholar (no key refunds) ☐ Visiting Student Researcher (no key refunds)
☐ Visiting Student/University Extension Student (no key refunds)
☐ Other (please specify): ________________________________

REQUEST ACCESS FOR KEY(S) TO ROOM(S):

AUTHORIZATION SIGNATURE: ____________________________ DATE: ____________

PLEASE PRINT NAME FOR AUTHORIZATION: ______________________________________

MECHANICAL KEYS REQUIRE A $20.00 ONE-TIME DEPOSIT
PAYABLE BY CHECK OR MONEY ORDER IN 5102 ETCHEVERRY
PLEASE MAKE CHECKS PAYABLE TO: UC REGENTS
SORRY, NO CASH OR CREDIT CARD ACCEPTED

REFUND FOR THE KEY DEPOSIT WILL BE PROCESSED UPON CONFIRMATION THAT ALL ETCHEVERRY AND HESSE HALL KEYS ISSUED TO INDIVIDUAL HAVE BEEN RETURNED.

CHECK OR MONEY ORDER # ____________________________ RECV’D BY: ____________________________
The issuance of UC Berkeley Mechanical Engineering building keys is a privilege. Keys are not to be used by anyone other than the assigned bearer. Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code. The loss/theft of any University of California key must be reported to the key holder’s Supervisor and to the Facilities Manager (Room 6161 Etcheverry) IMMEDIATELY for reporting to the University of California Police Department. Keys are subject to a $20.00 deposit payable to the UC Regents by the consignee upon issuance. Refund request for the key deposit will be processed upon verification of Requester’s eligibility for key refund and confirmation that all Etcheverry and Hesse Hall keys issued to Individual, have been returned to the Department.

I am the recipient of the key(s) to Etcheverry/Hesse Hall spaces listed on this contract. I fully understand that this key must not be duplicated. I will not lend out or give any issued University of California key to anyone, unless instructed to do so by my Supervisor. All permanently reassigned keys must be reported to the Facilities Manager (Room 6161 Etcheverry) I am fully aware that I am subject to the loss of privilege of this key if its use is abused. I further agree that this key must be returned IMMEDIATELY to the Department upon request, or termination of my affiliation with the Department or with the University of California, Berkeley.

I hereby certify that I have read the policy regarding the issuance of UC Berkeley Mechanical Engineering keys and I agree to abide by the policy set forth.

_________________________________________  _____________________________
KEY RECIPIENT’S SIGNATURE                  DATE

PRINT NAME: _______________________________  EID/SID: _______________________
(LAST, FIRST, MIDDLE)

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<th>KEY # (ALPHANUMERIC)</th>
<th>SERIAL #</th>
<th>DATE ISSUED</th>
<th>RECIPIENT’S SIGNATURE</th>
<th>DATE RETURNED</th>
<th>KEY CONTROLLER’S SIGNATURE</th>
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