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 6171EH TO OBTAIN ACCESS

CIRCLE ONE: ETCHEVERRY OR HESSE

(A separate form for each bldg is required)

LAST NAME, FIRST: ________________________________________________________________

PHONE: ___________________________ E-MAIL: ________________________________

START DATE: ___________________________ EXPECTED TERMINATION/GRADUATION DATE: _______________

PLEASE CHECK ONE:

☐ FACULTY (NO DEPOSIT REQ’d) ☐ STAFF (NO DEPOSIT REQ’d) ☐ VISITING PROFESSOR (NO DEPOSIT REQ’d)

☐ GRADUATE ☐ UNDERGRAD ☐ POST DOC (NO KEY REFUNDS) ☐ VISITING SCHOLAR (NO KEY REFUNDS)

☐ VOLUNTEER/AFFILIATE (NO KEY REFUNDS) ☐ VISITING STUDENT RESEARCHER (NO KEY REFUNDS)

☐ VISITING STUDENT/UNIV. EXTENSION STUDENT (NO KEY REFUNDS) ☐ OTHER (PLEASE SPECIFY: ______________

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

________ , ________ , ________ , ________ , ________ , ________ , ________

AUTHORIZING SIGNATURE: ____________________________________________________________

AUTHORIZING NAME AND TITLE: ________________________________________________________

MECHANICAL KEYS REQUIRE A $20.00 DEPOSIT FOR EACH KEY

PLEASE MAKE CHECKS/MONEY ORDER PAYABLE TO: UC REGENTS

SORRY, NO CASH OR CREDIT CARD ACCEPTED

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

NO REFUNDS FOR KEYS PAID WITH A CHARTSTRING.

CHARGE NON-REFUNDABLE FEE TO ___________________________ AUTHORIZATION SIGNATURE ___________________________

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. Each key is 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 all Etcheverry and Hesse Hall keys must be returned immediately to the Department upon request, position change, office move, vacation of position, 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.*

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<thead>
<tr>
<th>KEY RECIPIENT’S SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>PRINT NAME: __________________________</td>
<td>Cal ID #: __________________________</td>
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<tr>
<td>(LAST, FIRST, MIDDLE)</td>
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<tr>
<th>ROOM #</th>
<th>BLDG</th>
<th>KEY #</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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