MECHANICAL KEY REQUEST FORM FOR VISITING SCHOLARS, VISITING INDUSTRIAL FELLOWS, VISITING STUDENT RESEARCHERS AND POST DOCS
UNIVERSITY OF CALIFORNIA, BERKELEY
ETCHEVERRY/HESSE HALLS – MECHANICAL ENGINEERING

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

CAL ID #: ____________________________  CIRCLE ONE: ETCHEVERRY OR HESSE
(A separate form for each bldg is required)

NAME: ________________________________  START DATE: __________________________

PHONE: ________________________________  ACCESS EXPIRATION DATE: ______________

E-MAIL: ________________________________

PLEASE CHECK ONE:

___ VISITING SCHOLAR  ___ VISITING INDUSTRIAL FELLOW  ___ VISITING STUDENT RESEARCHER

___ POST DOC  ___ OTHER: __________________________

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

______ , ______ , ______ , ______ , ______ , ______ , ______ , ______ , ______

AUTHORIZATION SIGNATURE: ____________________________  DATE: ______________

PLEASE PRINT NAME FOR AUTHORIZATION: ____________________________

LAST   FIRST

I am the recipient of the key(s) to Etcheverry/Hesse Hall spaces listed on this contract. I fully understand that these keys must not be duplicated and that I am subject to the loss of privilege of these keys if its use is abused. Keys to this building are the property of the University of California and must be immediately returned to the Department upon request or termination of my affiliation with the University of California, Berkeley. If keys are not returned, the Host Professor will be charged a fee.

"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." (Please see reverse side for further details)

KEY REQUESTER’S SIGNATURE  DATE

(NON-REFUNDABLE FEE)
CHECK OR MONEY ORDER # ____________________________  RECV’D BY: ____________________________
MECHANICAL KEY REQUEST FORM FOR
VISITING SCHOLARS, VISITING INDUSTRIAL FELLOWS,
VISITING STUDENT RESEARCHERS, AND POST DOCS

POLICY ON ISSUANCE OF MECHANICAL KEYS

Keys to this building are the property of the University of California and must be immediately returned to the Department upon request or termination of my affiliation with the University of California, Berkeley. If keys are not returned, the Host Professor will be charged a fee. Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code. I will report the loss/theft of any University of California key immediately to the Facilities Manager (6161 Etcheverry Hall) and to the University of California Police Department. I will not lend out or give any issued University of California key to anyone. All permanently reassigned keys must be reported to the Facilities Manager.

I am the recipient of the key(s) to Etcheverry/Hesse Hall spaces listed on this contract. I fully understand that these keys must not be duplicated and that I am subject to the loss of privilege of these keys if their 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 REQUESTER’S SIGNATURE          DATE

PRINT NAME: _____________________ EID/SID:________________

LAST, FIRST, MIDDLE

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<th>BLDG</th>
<th>KEY #</th>
<th>SERIAL #</th>
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