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WEBER STATE UNIVERSITY

FACILITIES MANAGEMENT

"Other Personnel" will assume full responsibility for all keys issued to them or their employees.  This is in accordance with WSU Key Policy 5-44 and will include re-keying of building or buildings if necessary and/or applicable fees for lost or stolen keys.

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Company Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Keyholder) Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Keyholder) Sign Name                                Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Number(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name                                               Project Number

All "Other Personnel" will be required to pay $100.00 deposit per key. "Other Personnel" is defined as anyone working at the University with a need for access to a keyed space, which does not fall in the "WSU Personnel" category. This will include contractors, consultants, visitors, etc. A deposit of $100.00 per key will be required. This deposit will be refunded upon the return of said key or keys to the Facilities Management Business Office.