

MOUNT HOLYOKE COLLEGE KEY REQUEST FORM

Department Head or Senior Admin requesting key: _____
please print

Department: _____

Extension: _____

Date: _____

I request that the following person be issued a key: _____

# of keys	Building	Room #	Key #	Other - file cabinet, etc.	FM use only - Issue #

Reason for request: _____

Signature of key requestor: _____

*** You will be notified when key(s) are available for pickup at Facilities Management. Please note that keys can not be mailed and a signature will be required at pick-up. If you have any questions, please call X2012.

***All keys must be returned to Facilities at the end of an individual's employment or when there is no longer a need for the key.

Employee picking up the key:

 Name (please print) Signature Date

***Keys to College spaces and properties belong to MHC; they are assigned to individuals for their use during their stay at the College. It is the individual's responsibility to keep all assigned keys secure. Members of the College community who have been issued keys to College space do not have the right to duplicate a key or transfer their key to another individual.

****Please email the form to facilities@mtholyoke.edu or interoffice to Facilities Management.****