

**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: _____

