

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

**BRING COMPLETED FORM, CAL ID, AND CHECK/MONEY ORDER OR CREDIT CARD DURING
KEY HOURS (MON – THU 9:00 A.M. – 11:00 A.M.) TO 6195EH FOR PAYMENT PROCESSING,
AND THEN PROCEED TO 6171EH TO OBTAIN ACCESS OR E-MAIL COMPLETED FORM TO
PROJECT AND FACILITY MANAGER, JAIRUS CHAPPELL (J.CHAPPELL@BERKELEY.EDU).**

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
 VISITING STUDENT/UNIVERSITY EXTENSION STUDENT
 POSTDOC 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/MONEY ORDER OR CC BATCH # _____

RECV'D BY: _____

