## 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

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.

LAST

PLEASE PRINT NAME FOR AUTHORIZATION: \_\_\_\_\_

"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:

## 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 its 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	SSIGNATURE		DATE
PRINT NAME: _		_ CAL ID #:	
_	LAST, FIRST, MIDDLE		

ROOM #	BLDG	KEY#	SERIAL #	DATE ISSUED	REQUESTER'S INITIALS	DATE RETURNED	STAFF'S INITIALS