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/HESS 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 # _________________ RECVD 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.

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**KEY REQUESTER’S SIGNATURE**  
**DATE**

**PRINT NAME:** _____________________  
**CAL ID #:** _____________________

**LAST, FIRST, MIDDLE**

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