

MECHANICAL/METAL KEY REQUEST FORM

UNIVERSITY OF CALIFORNIA, BERKELEY

ETCHEVERRY/HESSE HALLS – MECHANICAL ENGINEERING

THIS FORM IS FOR **METAL KEY REQUESTS ONLY**. PLEASE USE THE
CARDKEY APPLICATION (PURPLE FORM) FOR CARDKEY ACCESS REQUESTS.

**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)

LAST NAME, FIRST: _____

PHONE: _____ E-MAIL: _____

START DATE: _____ EXPECTED TERMINATION/GRADUATION DATE: _____

PLEASE CHECK ONE:

- FACULTY (NO DEPOSIT REQ'D) STAFF (NO DEPOSIT REQ'D) VISITING PROFESSOR (NO DEPOSIT REQ'D)
 GRADUATE UNDERGRAD POST DOC (NO KEY REFUNDS) VISITING SCHOLAR (NO KEY REFUNDS)
 VOLUNTEER/AFFILIATE (NO KEY REFUNDS) VISITING STUDENT RESEARCHER (NO KEY REFUNDS)
 VISITING STUDENT/UNIV. EXTENSION STUDENT (NO KEY REFUNDS) OTHER (PLEASE SPECIFY: _____)

REQUEST ACCESS FOR KEY(S) TO ROOM(S):

_____, _____, _____, _____, _____, _____, _____

AUTHORIZING SIGNATURE: _____

AUTHORIZING NAME AND TITLE: _____

**MECHANICAL KEYS REQUIRE A \$30.00 DEPOSIT FOR EACH KEY PAYABLE BY
DEBIT/CREDIT CARD OR CHECKS/MONEY ORDER MADE PAYABLE TO: UC REGENTS
SORRY, NO CASH ACCEPTED**

REFUND FOR THE KEY DEPOSIT WILL BE PROCESSED UPON CONFIRMATION OF REFUND ELIGIBILITY AND THAT ALL
ETCHEVERRY AND HESSE HALL KEYS ISSUED TO INDIVIDUAL HAVE BEEN RETURNED.

NO REFUNDS FOR KEYS PAID WITH A CHARTSTRING (COA).

CHARGE NON-REFUNDABLE FEE TO COA: _____ AUTHORIZATION TO CHARGE TO COA SIGNATURE _____

CHECK, MONEY ORDER OR CC BATCH # _____ RECV'D BY _____

