## NUCLEAR/METAL KEY REQUEST FORM

University of California, Berkeley Etcheverry Hall – Nuclear 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 during Key Hours (Mon – fri 9:00 a.m. – 11:00 a.m., 1:00 P.M - 4:00 P.M) to 4153EH for payment processing, and obtain access

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) ☐ STA	FF (NO DEPOSIT REQ'D)					
☐ GRADUATE ☐ UNDERGRAD ☐ POS	T DOC (NO KEY REFUNDS)  USITING SCHOLAR (NO KEY REFUNDS)					
☐ VOLUNTEER/AFFILIATE (NO KEY REFUNDS	S) USITING STUDENT RESEARCHER (NO KEY REFUNDS)					
☐ VISITING STUDENT/UNIV. EXTENSION S	TUDENT (NO KEY REFUNDS)   OTHER (PLEASE SPECIFY:					
AUTHORIZING SIGNATURE:						
	RE A \$20.00 DEPOSIT FOR EACH KEY PAYABLE BY					
	ECKS/MONEY ORDER MADE PAYABLE TO: UC REGENTS ORRY, NO CASH ACCEPTED					
3	ORRT, NO CASH ACCEPTED					
REFUND FOR THE KEY DEPOSIT WILL BE PROCESSED UPON CONFIRMATION OF REFUND ELIGIBILITY AN						
	HALL KEYS ISSUED TO INDIVIDUAL HAVE BEEN RETURNED.  IDS FOR KEYS PAID WITH A CHARTSTRING.					
CHARGE NON-REFUNDABLE FEE TO	AUTHORIZATION SIGNATURE					
CHECK OR MONEY ORDER #	RECV'D BY					

## University of California, Berkeley DEPARTMENT OF MECHANICAL ENGINEERING

## **POLICY ON ISSUANCE OF NUCLEAR KEYS**

The issuance of UC Berkeley Nuclear Engineering building keys is a privilege. Keys are <u>not</u> to be used by anyone other than the assigned bearer. Unlawful possession of any University of California key is a misdemeanor per Section 469 of the Penal Code. The loss/theft of any University of California key must be reported to the key holder's Supervisor <u>and</u> to Christina Castellanos (Room 4153 Etcheverry) **IMMEDIATELY** for reporting to the University of California Police Department. Each key is subject to a \$20.00 deposit payable to the UC Regents by the consignee upon issuance. Refund request for the key deposit will be processed upon verification of Requester's eligibility for key refund and confirmation that *all* Etcheverry <u>and</u> Hesse Hall keys issued to Individual, have been returned to the Department.

I am the recipient of the key(s) to Etcheverry/Hesse Hall spaces listed on this contract. I fully understand that this key must <u>not</u> be duplicated. I will not lend out or give any issued University of California key to anyone, unless instructed to do so by my Supervisor. All permanently reassigned keys must be reported to the Facilities Manager (Room 6171 Etcheverry) I am fully aware that I am subject to the loss of privilege of this key if its use is abused.

I further agree that all Etcheverry and Hesse Hall keys must be returned **immediately** to the Department upon request, position change, office move, vacation of position, 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 Nuclear Engineering keys and I agree to abide by the policy set forth.							
KEY RECIPIENT'S SIGNATURE	<u> </u>	DATE					
PRINT NAME:	CAL ID #:						
(LAST FIRST MIDDLE)							

ROOM #	BLDG	KEY#	SERIAL # (ALPHANUMERIC)	DATE ISSUED	RECIPIENT'S SIGNATURE	DATE RETURNED	KEY CONTROLLER'S SIGNATURE