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.

Bringing completed form, Cal ID, and check/money order during key hours (Mon – Thu 9:00 A.M. – 11:00 A.M.) to 4153 EH for payment processing.

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.

CHARGE NON-REFUNDABLE FEE TO ___________________ AUTHORIZATION SIGNATURE ___________________

CHECK OR MONEY ORDER # ___________________ RECVD’ BY ___________________