

KEY NO _____

TEMPORARY KEY APPROVAL FORM

FACULTY OF ARTS

(to be used for keys signed out for 10 months or less)

BUILDING _____ ROOM/DOOR NO. _____

TRANSFER FROM _____

The undersigned agrees to accept this key under the following conditions:

- a) No duplicate key may be cut.
- b) Lost keys must be reported to the Key Coordinator immediately.
A \$25.00 fee applies for all lost keys and MUST be paid before a new key will be issued.
- c) All keys must be returned to the Key Coordinator on termination of employment (in the case of staff) or at the conclusion of the school term (in the case of students).
- d) Departmental Key Coordinators can request extensions through the Faculty Key Coordinator by emailing the request to artsroom@umanitoba.ca or it can be done during the annual temporary key audit. Both can be done without the keyholder resigning the Temporary Key Approval Form.

KEYHOLDER _____ STAFF/STUDENT NO. _____

(Print Name)

HOME ADDRESS _____

HOME PHONE NO. _____ DEPARTMENT PHONE NO. _____

EMAIL ADDRESS: _____

EXPIRY DATE _____ (*staff appointment end date OR April 30th for students*)

SIGNATURE _____ DATE _____

DEPARTMENT APPROVAL:

DEPARTMENT _____

DEPARTMENTAL KEY COORDINATOR _____

FACULTY OF ARTS APPROVAL:

FACULTY KEY COORDINATOR _____ DATE _____

Any questions regarding key policy should be directed to the Faculty of Arts Key Coordinator, Sara Payette, in Room 307A Fletcher Argue or by calling 9979.