Please fill out and return one form to "keybox" for each person requesting a key.

ALL Question Fields Must Be Completed and keys returned to key central when due. Keys are not transferable. They must be returned to Key Central.

ALL KEYS ISSUED TO STUDENTS MUST BE PICKED UP AT KEY CENTRAL BY THE STUDENT TO WHOM IT WAS ISSUED.

Request for key(s):

Person to whom key(s) will be issued ________________________________

Department _______________________ Date _______________________

(If student we need class year) _______________________

Building or buildings which access is required _______________________

Rooms or areas to which access is required _________________________

Date when key(s) will be returned ie. completion of project ____________

Name & Phone number of person requesting key(s) ____________________

(For sub masters Department Head approval is needed, and must be picked up in person by the person for whom they are requested). We cannot send sub master keys through college mail.

__________________________
(Department Head)

Note:

There is generally a 24 to 48 hour turn-around time when requesting keys. No keys will be issued on a walk in basis. Keys for "Student Activities" must be requested through the student coordinator Jenny Yim x8469.

KEY CENTRAL - x5397 ( K-E-Y-S ) From On Campus

(610) - 690-5748 From Off Campus