

# FACULTY/STAFF/STUDENT KEY REQUEST FORM

ISSUED TO: \_\_\_\_\_ POSITION: \_\_\_\_\_

CLASS OF (if student) \_\_\_\_\_

DESCRIPTION OF KEY:

KEY NUMBER : \_\_\_\_\_ ( FOR OFFICE USE) DOOR NUMBER: \_\_\_\_\_

NAME OF BUILDING: \_\_\_\_\_ DEPT: \_\_\_\_\_

DEPT. AUTHORIZATION: (CHAIR/DEAN/DIRECTOR):

\_\_\_\_\_  
(Signature)

I ACCEPT THE ABOVE KEY WITH THE FOLLOWING UNDERSTANDING:

- This key is the property of Williams College and is on loan to me.
- In the event that this key is lost or stolen, I will immediately notify the College Lock Shop. Should the key be lost on a weekend or after regular business hours, the Security Office will be notified.
- It is my full responsibility to return this key to the College Lock Shop before leaving the College.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_