**SHPRS Key Checkout Form**

For use by the School of Historical, Philosophical and Religious Studies (SHPRS) faculty and staff members. When a faculty or staff member obtains keys for more than 24 hours, they must fill out this form.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Responsibility Statement and agree to abide by it:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Room Number | Location Description | Key Code (Front) | Key Number (Back) |
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Key: Returned Received

**\* Responsibility Statement**: ASU strives to provide a safe, secure environment. Your proper use and handling of assigned University keys can help to maintain this environment. To ensure you understand and accept your responsibilities as a University keyholder, please read and sign.

*Per University Key Policy:*

**• The keyholder is personally accountable for all University keys issued to them.**

**• If the key(s) is transferred to someone else or returned to the department, it is the keyholder’s responsibility to see that the key(s) has been cleared from their records.**

**• University keys may not be reproduced (duplicated).**

**• Misuse of a University key is punishable under Section 13-3715 of the Arizona Revise Statues, and is also subject to administrative disciplinary action by the University.**

**• University keys may not be exchanged or loaned.**

**• Loss of or failure to return an assigned key may make the keyholder subject to a replacement fee.**

**• The University reserves the right to charge the keyholder for any rekeying due to the loss of an assigned key.**

**• Lost or stolen keys must be reported to ASU Police Department within 24 hours of discovery of the loss or theft.**

**• Broken or bent keys must be returned to Facilities Management for replacement.**