



**PLEASE READ**

THIS FORM MUST BE COMPLETED AND RETURNED TO CAMPUS POLICE (electronically) FOR STUDENT ACCESS TO VARIOUS CLASSROOMS, LABS, AND VARIOUS AREAS OR TO GIVE PERMISSION TO SIGN OUT KEYS. KEYS THAT ARE SIGNED OUT WILL REQUIRE LEAVING A COPY OF THE STUDENT S ID WHICH WILL BE RETURNED WHEN THE KEYS ARE SIGNED BACK IN. IF KEYS ARE NOT RETURNED AT DAYS END , PERMISSION FOR KEY SIGN OUT WILL BE SUBJECT TO TERMINATION. VIOLATION OF THESE CONDITIONS WILL TERMINATE ACCESS. **NOTE: ONE ROOM PER FORM; FORMS WITH MULTIPLE ROOMS WILL NOT BE ACCEPTED.**

**DATE**

**PHONE NUMBER**