



KEY HOLDER AGREEMENT FORM

Name: _____ Email address: _____ EID #: _____
(Last Name, First Name, Middle Initial)

Status (check ONE):

Faculty _____ Graduate Student Appointee _____ Staff _____
Hourly _____ Other (specify) _____
Supervisor's name (if hourly): _____

Keys issued:

Office _____ Copy Room _____ Mailbox _____
(Room & Key numbers) (Key number) (Box & Key number)

Other (specify) _____

PLEASE READ AND SIGN BELOW

I hereby acknowledge receipt of the key(s) listed above. Although the key will be in my possession, I understand that it remains the property of the University of Washington. I agree not to release it to other persons to use. I further agree not to duplicate it, or alter it in any manner.

I take full responsibility for loss or damage to the keys during the time it is in my possession. I understand that I must return a damaged key to the department in order to obtain a replacement. I also understand that I forfeit my initial key deposit if a key is lost or stolen, and that I must put down a new deposit to obtain a replacement for the lost key. Furthermore, I am aware that if I am a student, I am expected to return or renew my key(s) at or prior to the assigned due date; and that failure to do so will result in a hold being placed on my academic status. I also will not be allowed to check out any more keys until I have returned or renewed the keys currently in my possession.

I understand that losing / damaging beyond use / or failing to return the key(s) upon termination of my current status as an employee / hourly / visitor of the Department of Asian Languages and Literature will result in my being charged either \$50.00 per key (faculty) or \$16.00 per key (non-faculty).

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Total Key(s) issued: _____ Total Deposit: _____

Key(s) issued and deposit collected by: _____ Date: _____

Comments: _____

KEY RETURN INFO

Date returned: _____ Processed by: _____

Refund amount: _____

Comments: _____

Revised January 13, 2021