

## SoEgr Key Request Form

Email to [egrkey@vcu.edu](mailto:egrkey@vcu.edu) after top section is completed and approved by Department Chair or Supervising Faculty

Name \_\_\_\_\_ V# \_\_\_\_\_ Date \_\_\_\_\_

Address (For Refund Purposes)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School of Engineering Status (Select All That Apply)  Faculty  Staff  Postdoc  Graduate Student  Undergraduate Student  Hourly Worker

Supervisor/PI \_\_\_\_\_ Department \_\_\_\_\_

I request a key to room(s) # \_\_\_\_\_ in the School of Engineering because (fill in justification below):

I understand that I am not to duplicate this key or loan it to others for any purpose. I understand that violation of this rule will cause my privilege of having key(s) to this building to be revoked. I will turn in key(s) upon graduation or termination of employment. Failure to turn in key(s) will cause graduation, transcripts, and registration to be blocked.

**PLEASE READ AND SIGN THE STATE OF VIRGINIA APPLICABLE CODE BELOW:**

Code: 18.2-503 - Possession or duplication of certain keys. - (a) No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division, or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such a key. (b) No person, without receiving permission from a person duly authorized to give such permission shall knowingly duplicate, or copy or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia or a department, division or agency thereof.

Violation of this section shall constitute a Class 3 misdemeanor. Code 1950, 18.1-408.0; 1972, c. 129, cc, 14.15. As defined by the State of Virginia:18.2-11:( c ) For Class 3 misdemeanors, a fine of not more than five hundred dollars.

I have read the applicable State of Virginia code and understand my responsibilities by accepting key(s) to any room(s) in the School of Engineering or the building itself.

Keys will be issued after this form has been signed and submitted with a one time, **cash-only deposit of \$10 per key to the SoEgr Operations Manager**. Faculty are responsible for their students' key(s). Only under special circumstances will undergraduates have key(s) to laboratories, but they will not be issued building keys. **Lost keys will incur a \$35.00 fine for re-keying of the lock(s) and new key(s).** Loss of a Master Key will include the cost of an entire building to be re-keyed. The key deposit will be refunded after a key is returned to the Operations Manager.

Keys must be secured at all times. Internal door key(s) should be secured and not generally accessible (i.e. hanging on a hook). If you have special keys to cabinets, particularly ones containing dangerous materials, exercise good key control and be sure there is a clearly identified **duplicate** copy in the office.

Signature \_\_\_\_\_

Person Requesting Key(s) – *I acknowledge that I have read the form above and that I have completed all safety modules for this area and will follow all safety regulations.*

Approved by (Signature of Department Chair or Faculty Member) – *I approve the request above and acknowledge that all safety modules have been completed for this area and that all safety regulations will be followed.*

Dean or Associate Dean (Master or Sub-master Only) – *I approve the request above to have full building access and acknowledge that all appropriate safety modules have been completed and that all safety regulations will be followed.*

FOR OFFICE USE ONLY – Sign and Date	
Date Key Issued – Signature Req.	
Deposit Amount	
Date Deposit Collected – Signature Req.	
Date Key Collected	
Date Deposit Refunded – Signature Req.	

I have received \_\_\_\_\_ key(s) on \_\_\_\_\_ and paid my key deposit. Signature \_\_\_\_\_  
 (key code) (date) (Key Requester – Sign and Print)

I have returned \_\_\_\_\_ key(s) on \_\_\_\_\_ and collected my deposit refund. Signature \_\_\_\_\_  
 (key code) (date) (Key Requester – Sign and Print)