

**AGRICULTURAL HALL  
KEY ISSUE FORM**

**\$25 Deposit per person is required**

As of January 1, 2018, faculty, staff and students are required to put down a \$25 cash deposit which will be refunded upon return of key.

Under UWS 18.08 (6), Wisconsin Administrative Code, it is illegal to duplicate or request the unauthorized duplication of a University key. It is also illegal to transfer, loan, or give a University key to an unauthorized person or to retain a key after the termination of the specific University appointment for which the key was issued. Violation of UWS 18.08 (6) may result in a fine of not more than \$500 or imprisonment of not more than 90 days, or both.

**A fee of \$75.00 per key will be charged for replacement of a lost key. A new key will not be issued until payment is received.**

Prior to leaving the specific University appointment for which the key(s) was issued, the key(s) must be turned into the department office or the lost key fee must be paid. Failure to turn in the key(s) or pay the fee may result in:

1. Withholding registration, transcripts, certifications and diplomas.
2. Legal action by the University to confiscate the key or recover the fee.
3. Refusal of the University to issue a key(s) to any other University building.

In receiving the key(s) identified below, I agree to use the key(s) in accordance with UWS 18.06 (12) and understand the penalties for improper use or duplication. I understand that the key(s) is issued for my use in my University appointment and that I am required to return the key (s) when that appointment ends.

I have read and understand the above and agree to the terms and conditions set forth for issuance of the key(s).

Name: \_\_\_\_\_

Select One: Faculty ( ) Staff ( ) Student ( ) Department: \_\_\_\_\_

Campus ID Number: (XXX-XXX-XXXX): \_\_\_\_\_

Campus Access Code Number: (XXXXXX, first 6 digits on back of ID): \_\_\_\_\_

Email Address: \_\_\_\_\_

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

| Date  | Serial No. | Keys Issued: |          | Keys Returned: |
|-------|------------|--------------|----------|----------------|
|       |            | Key No.      | Room No. | Date           |
| _____ | _____      | _____        | _____    | _____          |
| _____ | _____      | _____        | _____    | _____          |
| _____ | _____      | _____        | _____    | _____          |

Department Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Approval Print Name: \_\_\_\_\_

\$25 Cash Deposit Collected: (Y/N) \_\_\_\_\_

*Take this form to room 205 Agricultural Hall to obtain your keys.*