Key Usage Rules:

It is unlawful to:

* Possess keys that are not assigned to you.
* Give keys assigned to you to someone else.
* Possess keys to rooms that you are not authorized to enter.
* Keep keys in your possession after your employment ends.

Any violation of these laws will be reported to the University of Maryland Police Department, and is punishable upon conviction by a fine not to exceed $500 for each offence.

To avoid any problems:

* Return keys directly to the main office.
* If you find a key that is not yours, return it to the main office.
* If you lose a key report it immediately.
* Do not borrow keys from, or loan keys to anyone. If you need access to a room go to the main office and ask to be let in.
* If you have any questions about keys please stop by the main office or call 5-5862.
Student Key Request
Department of Psychology

***ARE YOU AN EMPLOYEE, A STUDENT OR AN AFFILIATE (APPOINTMENT PROCESSED THROUGH PARYOLL) WITHIN THE DEPARTMENT OF PSYCHOLOGY? IF NO, PLEASE CONTACT THE PSYC PAYROLL OFFICE TO BECOME AN AFFILIATE BEFORE BUILDING ACCESS CAN BE GRANTED)***

Requestor name (Last, First): ___________________________________________ Date: ______/_____/______

(please print)

Requestor e-mail: ______________________________________________________ (please print)

(please print)

Affiliation with Department: _____ Faculty _____ Staff _____ Graduate Student _____ Undergraduate Student

Graduate students: Advisor: _________________________ Program: __________________________

Undergraduate students: Supervisor: ____________________________________________

Reason for request _____________________________________________________________________________

_____________________________________________________________________________

Building (check one)   Authorizing supervisor signature for key request   Key Number
___ BPS    _____ Cole   (This must be completed or the form will be returned)   (office use only)
___ HBK    _____ CHG   Key Number

OFFICE USE ONLY

Date ordered: __________

On File ______________

Room #

Room #

Room #

Dept. Building Security Coordinator signature: ____________________________________________ Date ______

SIGN-OUT

The Law:

Article 27 Sec. 336B Annotated Code of Maryland, reads in part, “It is unlawful to use, distribute, manufacture, duplicate or possess keys capable of being used in locks or on property owned or leased by the state, unless authorized to do so.” The above relates to any University Key marked “U of M”, “Unlawful to duplicate”, or “Do no duplicate”. Any violation of this subsection shall be a misdemeanor and punishable upon conviction by a fine not to exceed $500.00 for each offense.

I have read the above, and I agree to these terms: My signature below indicates that I have received the above key(s).

User Signature ___________________________________________ Date: ______/_____/______

(To be signed upon receipt of key)   (Date key(s) received)

For Office Use Only

Payroll Title of Requestor: ____________________________

Revised 08/2015