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.
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: ______ / ______ / ______

UID: ________________________________________________

Requestor e-mail: ______________________________________ (you will be e-mailed when your key is ready to be picked up)

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  OFFICE USE ONLY
____ BPS      Cole
____ HBK      CHG

Room #
Room #
Room #
Room #

Dept. Building Security Coordinator signature: __________________________ Date: ___________

SIGN-OUT
The Law:

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 09/2015