

Key Authorization Form

SCHOOL OF MUSIC

UNIVERSITY OF MINNESOTA

Keys to Ferguson Hall are issued only to T.A.s and students currently on School of Music payroll. Students must review their key request with their faculty advisor and have it signed before receiving keys.

Keys are checked out on a semester basis. Employees are issued the keys necessary to perform their duties; these keys must be returned or reissued at the end of each semester of employment. Failure to verify or return keys each semester will result in a hold on the student's record. If the hold is not rectified within one academic semester, a charge of \$50.00 per key will be assessed.

Employees with building keys are not to lend them to any other person for any reason. The person to whom the keys are assigned is responsible for their use and return.

See Noelle Noonan in Room 200 for all matters concerning keys.

General Information	
Name	ID Number
Email	

Rooms Requiring Access			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing this agreement, you agree to the following statement:	
I have reviewed the room access requested for this student and agree with the request.	
_____	_____
Advisor's/Supervisor's Signature	Date
I have received keys to the above rooms and understand the policies and procedures.	
_____	_____
Key-holder's Signature	Date

FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Form received _____
Initials Date