

## Loaned Key and Electronic Access Agreement for Department of Physics & Astronomy Members

This agreement applies to all keys and access codes that have been or may be issued to the undersigned by the Department of Physics & Astronomy for entry to or use of buildings, rooms, or facilities of the Department of Physics & Astronomy, hereinafter referred to as the Facility or Facilities. It applies to Members of the Department of Physics & Astronomy. For this purpose a Member has a University ID number and is an employee of the Department, a student working with a Department faculty member, or a visitor working with a Department faculty or staff member.

I, \_\_\_\_\_ (print name), agree to take all reasonable measures to prevent unauthorized access to or use of any Facility to which I am granted access.

### 1. Accepting Liability for Access by Non Key Holders

When a Facility is locked in accordance with University or Departmental security procedures or schedules, I agree to be responsible for managing and controlling all non key holders who enter or use the Facility under access I may provide, whether intentionally or negligently. Negligence includes specifically opening and leaving any secured door unlocked and uncontrolled for any reason. I further accept financial liability for any consequent loss of or damage to University property.

### 2. Termination or Revocation

I agree to return all keys immediately upon ceasing to be a Member of the Department or at any other time upon demand by the Department, regardless of cause. I further agree to pay a deposit of \$10.00 for each key issued to me, refundable upon its return. I understand that the deposit for each replacement key is \$20.00. No deposit will be charged for keys issued before June 24, 2004.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
University ID Number

\_\_\_\_\_  
Office Room Number and Building