

Anticipated Graduation Date: _____

CTSA Key Checkout Guidelines

The policy for key checkout in the CTSA is to provide faculty, staff and students with the keys that they need in order to perform their various duties. Keys will be distributed based on the following guidelines:

- **Students** will be given a metal key(s) at no charge; however, a fee of **\$100.00** per metal key will be **invoiced** to the student's **Zot Account** for each key that is lost or not returned by the agreed upon date. **Unpaid invoices** may result in being dropped from classes; prevention of future registration; transcripts or diploma held; etc.
- **Faculty and Staff** will be given a metal key(s) at no charge; however, a charge of **\$40.00** will be required for each replacement key.
- **Key cards** will be issued at no charge. There will be a non-refundable fee of **\$15.00** for each lost key card.

1. Use of CTSA facilities is a privilege; failure to follow CTSA and department policies may result in these privileges being revoked.
2. Do not prop open doors. If it is necessary to prop open the door, you are responsible for making sure the doors is closed and secured when you leave the room.
3. You are responsible for making sure the doors to the space are closed and locked when you leave the room, even if there is another user waiting to come in.
4. You may be financially responsible for damages (whether caused by use or not) if you failed to ensure all doors were closed and locked when you leave.
5. Please return all rooms to their "standard" configuration at the end of your use.
6. Please report any issues with the room to your Department Manager or to the Facilities Office.

If you have any questions, please send an email to jstube@uci.edu

I have read, understand and agree to the above Guidelines.

Signature: _____

Date: _____

Name Printed: _____