

D. P. CULP STUDENT CENTER KEY CHECK IN/OUT RECORD
FOR ETSU FACULTY, STAFF, AND STUDENTS

The undersigned, do hereby acknowledge receipt of the below listed key(s):

KEY NUMBER

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LOCATION

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Acceptance of the above key(s) includes, but is not limited to, the following guidelines:

- Key(s) is/are the property of East Tennessee State University and must be surrendered upon request.
- The Director or Facilities Coordinator of The Student Center must be notified IMMEDIATELY if the key(s) is/are lost or stolen.
- If lost or stolen, key holder will be held responsible for the replacement cost of the key(s) \$35.00 and core replacement – current cost through Key Control Department.
- Key(s) is/are the key holder's sole responsibility and must not be loaned to anyone.
- Key holder is responsible for abiding by the rules of the facility and for the proper use and care of such.
- Key holder is responsible for returning the key(s) to The Student Center Office when employment has ended/terminated or when your functional responsibility changes, whichever comes first.
- Failure to comply with the above guidelines will result in the automatic termination of your right to keys.
- If the employee fails to return an issued key, the keyholder's department will be held responsible for all associated costs.

By signing below, I certify that I have read the above and agree to accept the guidelines stated herein.

EMPLOYEE NAME (PRINT)

ETSU E NUMBER OR SODEXO NUMBER

PRESENT ADDRESS (STREET, CITY, STATE, ZIP)

HOME/CELL PHONE

EMAIL

DEPARTMENT

WORK TITLE

OFFICE PHONE

EMPLOYEE SIGNATURE

DATE

DIRECTOR OF DEPARTMENT SIGNATURE

DATE

STUDENT CENTER DEPARTMENT USE BELOW:

RECEIVED BY

DATE