

Mechanical Engineering Key Application

Name: Last _____ First _____ Middle _____

University ID _____ Requestor's Email _____

Work Address _____ Work Phone _____

Home Address _____ Home Phone _____

I am affiliated with _____ as a _____
(Supervisor or Advisor Name) (Job title)

Requesting Key(s) for :

Bldg Name _____ Bldg # _____ Room # _____

Bldg Name _____ Bldg # _____ Room # _____

Bldg Name _____ Bldg # _____ Room # _____

Do you need Building Access? Yes _____ No _____

NOTE : If the room you are applying for has more than one room number, please list ALL room numbers.

I will need the key(s) until approximately : _____
(Date)

Signed and Approved by: _____
(supervisor, advisor, and/or person who controls the room) (Signature) (Print Name) (Date)

Key Policy :

1. Refund can only be given to the original key applicant.
2. Refund can only be made within two weeks of termination.
3. Transference of keys or possession of transferred keys is prohibited by state law through Article 27, Section 336B of the Annotated Code of Maryland which reads in part : "It is unlawful to use, distribute, manufacture, duplicate or possess keys capable of being used in locks or on property owned or leased by the State, unless authorized to do so". This applies to any University key marked "U of M", "Unlawful to Duplicate" or "Do not Duplicate". Violation is subject to penalty at discretion of Department Chair.
4. Please report lost keys to the ME Administrative Office in writing for cancellation. The cost of a replacement key is \$10.00.

All keys require a \$10.00 deposit (make checks payable to *University of Maryland*). Return approved form and deposit to room 2181 in Glenn L. Martin Hall.

I acknowledge that I received the above-requested key(s): _____
(Recipient's signature and date)

Office Use Only :

Key # _____ Room _____ Bldg _____ Date Issued _____ Deposit Amount _____

Key # _____ Room _____ Bldg _____ Date Issued _____ Deposit Amount _____

Key # _____ Room _____ Bldg _____ Date Issued _____ Deposit Amount _____