



PUBLIC SAFETY DEPARTMENT Faculty/Staff Key Request



Please submit this form Completed and Signed to:
Public Safety Department R.3100

Keyholder	Date
Department	Driver License #
Phone	e-mail

Room number	Key Number	Date Out	Keyholder Initials	Public Safety Initials	Date Returned	Keyholder Initials	Public Safety Initials

Supervisor Signature	Director or Dean Signature	Public Safety Director Signature
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By signing this document, recipient acknowledges and assumes all responsibility for issued key(s) accessing Minneapolis Community & Technical College, and/or Metropolitan State University (Mpls).

In the event that Key(s) are lost or stolen, Keyholder is responsible. Liability will include replacement costs of stolen or damaged property, and/or re-keying all affected areas. Please call the Public Safety Department at: 612-659-6910, Immediately if your issued Key(s) are LOST or STOLEN.

DO NOT Loan out or give your key(s) to another individual,

In the event of on-campus transfer or termination, Key(s) are to be returned by the Keyholder to the Public Safety Department located on the skyway level at R.3100.

_____ Date _____
Signature of Keyholder

_____ Date _____
Signature of Public Safety Representative and Officer number