



**COLLEGE OF
LIBERAL ARTS & SCIENCES**
School of Art and Art History
150 Art Building West
Iowa City, Iowa 52242-7000

KEY POLICY & KEY CHECKOUT FORM

Any keys issued are strictly for that individual’s access to the space for purposes outlined in their contract only. All policies regarding access and safety protocols must be adhered to at all times. Students granting access to un-authorized individuals to a secured space may result in termination of access and employment when applicable. All keys must be surrendered upon request.

Name: First _____ Last _____

University ID# _____ Area of Study: _____

Expected Graduation Date (if applicable): _____

Status (Check Box) Graduate Undergraduate Other _____

Keys checked out _____

Room Number _____

Anticipated Return date of keys: _____

Notes:

- Currently enrolled **Graduate (MA/MFA) students and Undergraduate (BFA) students** accepted to a MA/MFA/BFA program, and have been assigned a studio space, shall be given a key to their designated studio space. The individual must acknowledge and sign the “Key Form” and “Studio Contract” (these will be completed electronically, and sent to the respective Studio Specialist within discipline acting as the Area Head’s designee). Additionally, the student must receive all necessary “hazard communication” for the studio space in question AND they must complete a “key form”.

- **Student employees (hourly monitor)** that require access to a room/studio to successfully perform their job, may have a key or keys “checked-out” to them only after receiving all necessary “hazard communication” and training related to their position for the studio space in question. “Return date of keys” will indicate the termination of employment. All hourly student employment terminates at the end of each semester. Keys are surrendered directly to issuer.
- **Other Faculty/TA/Instructor recommended student access to a space (key access)**, must go through the appropriate Area head. The Area head will consult with respective Studio Specialist within discipline to determine need/risk/competency regarding access. The “**student employee (hourly monitor)**” procedures will apply to these cases (above), as they must return keys at the end of the semester.
- **Faculty or Staff** keys are issued based upon need/risk/competency and the proposal of the DEO/Administrator in conjunction with the appropriate Studio Specialist. Training/documentation required identical to “**Graduate (MA/MFA) student**” access (above).
- VAB and ABW Office Keys will continue to be issued by Main Office

SAAH Access policies and procedures:

Enter and exit only through the designated doors, one person at a time, with my University ID Card
 Occupants will not permit any unapproved persons to enter the building
 Doors will not be propped open
 After hours occupants will carry a cell phone. If an emergency occurs, call 911
 Agree to follow guidelines for use of designated area, space and equipment.

Replacement Charges for Lost and/or Unreturned Keys (which will be charged directly to your University Bill):

Submaster:		\$ 50.00 Replacement Charge
	2nd Time	\$ 100.00 Replacement Charge
	3rd Time	Discretion of Department
Individual Room Keys:		\$ 25.00 Replacement Charge
	2nd Time	\$ 50.00 Replacement Charge
	3rd Time	Discretion of Department

I understand that violation of any of these conditions will result in access being revoked.

I hereby accept full responsibility for the keys listed above. I understand that in the event that a key(s) is lost while checked out in my name, I will be liable for the replacement charge. I confirm my understanding by typing my name below.

Signed by: _____ Date: _____

Approved by: _____ Date: _____

Updated 6/21/2017