

KEY POLICY & CHECKOUT FORM

SAAH key and access policies must be adhered to at all times. Violation of these protocols may result in termination of access and employment when applicable:

- All keys issued are strictly for that individual's access to the space for purposes outlined in their contract only. Keys may not be lent to others or used to provide access to a secured space for unauthorized persons at any time.
- Key checkout forms for instructional studio spaces will be issued by authorized Studio Specialist or Office Administration, completed by the individual electronically, and returned to the respective personnel. An electronic copy of the signed form may be made available to the individual.
- Individuals **must** receive all necessary communication of hazards and other safety training for the designated studio space prior to key being issued. Individuals must adhere to the guidelines for safe use of space and equipment and clean up all messes, returning supplies before leaving.
- All users of the studio are responsible for never working alone where hazards are present. It is essential that you work in the presence of a "buddy." A "buddy" is a qualified (documented) user that has authorized access to the studio. A "buddy" must be present in the studio or on the floor and in communication with you.
- After hours occupants must enter and exit through designated doors using their individual University ID Card, may not prop open or otherwise disable locks on doors, or permit any unauthorized persons to enter the building or studio.
- After hours occupants **must** carry a cell phone. If an emergency occurs, call 911.
- All keys must be surrendered upon request.

 To be completed by individual requesting keys:

Name _____ UnivID# _____
 E-mail address _____ Phone _____
 UNDERGRAD GRAD Faculty/staff Discipline _____

Month and Year of Expected Graduation (if applicable): _____

To be completed by Studio Specialist or Office Manager:

Anticipated return date of keys: _____

Key identification #	_____	_____	_____	_____	_____
Key # issued	_____	_____	_____	_____	_____
Room Number	_____	_____	_____	_____	_____
Notes:					

KEY ISSUANCE POLICIES:

- **Individual or shared studio spaces for Graduate (MA/MFA) students and Undergraduate (BFA) students:** Currently enrolled BFA/MA/MFA students who have been assigned a studio space by the relevant Program Head shall be given a key to their designated studio space. The individual must read, complete, and submit the "Key Form" and "Studio Contract" to the discipline Studio Specialist before occupying the space. Keys must be surrendered by the date specified on their "Key Form" or if warranted, surrendered upon request.
- VAB and ABW **office, mailbox, specialty areas and cabinet** keys will be issued by the **SAAH Administrative Office**.
- **Student employees (hourly monitors)** which require access to a studio / room to successfully perform their job may have a key or keys issued to them only after receiving required communication of hazards and safety training related to their position. "Return date of keys" will indicate employment termination date at the end of each semester.
- **SPECIAL ACCESS**
 - o **Studio Specialists Authorization** - The **SAAH Studio Access form** is available for students requesting access to specific studios outside of monitored "Open Studio" hours. The form is located on the SAAH website and must be completed and emailed to the relevant Studio Specialist for approval. Access and key issuance may be granted on a case by case basis in consideration of need, risk, and competency. Keys must be returned by dates listed on Studio Access Form.
 - o **DEO / Office Administrator Approval** - Keys to **instructional studios** may be issued to **Faculty and Staff** based upon need, risk, competency and the approval of the DEO / Office Administrator in conjunction with the coordinating Studio Specialist. Training and documentation must be completed before keys are issued.

Replacement and re-keying charges may apply based upon the discretion of the School of Art and Art History in accordance to the University Operations Manual. Charges for Lost and/or Unreturned Keys, as well as re-keying costs will be charged directly to your University Bill:

Key Replacement:	First	up to \$ 50.00 Charge
	Subsequent	up to \$100.00Charge
Re-keying	Current market rate per UI Key and Access Services	

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 and / or re-keying charges. I confirm my understanding by typing my name below.

Signed by: _____ Date: _____

Approved by: _____ Date: _____