

SCHOOL OF MUSIC KEY REQUEST
(return to SOM front desk)

NAME: _____

LSU ID: _____ GRAD UNDERGRAD

TELEPHONE: _____ LSU EMAIL ADDRESS: _____

KEY(S) REQUESTED:

Building	Room	Code	Notes

FACULTY SUPERVISOR SIGNATURE: _____

KEY ISSUANCE POLICY

Keys to the School of Music facilities are issued to music students on graduate assistantships on a case-by-case basis only. Keys are the property of Louisiana State University, and students will be issued only 1 key from Facility Services for each room to which they need access.

Lost or stolen key(s) must be reported immediately to Zachary Hazelwood SOM 109 (zhazel1@lsu.edu).

Students MUST return all keys to Zachary Hazelwood (or at the front office) within 10 days of leaving the School/University. Failure to comply will result in a fee being charged for each unreturned key plus the cost to replace each core the lost key operates.

The key returned must be the same key that was checked out, and may not be substituted for another key.

Keys are for use of the authorized recipient only. Unauthorized transfer or duplication of keys is strictly prohibited. Failure to comply will lead to University disciplinary procedures and possible criminal charges.

 STUDENT SIGNATURE

 DATE

Office Use Only:

Local FS Date Ordered: _____

Work Order # _____