

University of Toronto Scarborough

Department of Biological Sciences
1265 Military Trail, Scarborough, Ontario, M1C 1A4, Canada

KEY REQUEST FORM

SW-524A Graduate Student Lounge (EW38)

This form is to be completed and signed by the applicant (i.e. graduate student, faculty member, or staff).

Deposit option (Please check one):

- Option 1: A \$20 cash deposit is required from the graduate student and will be refunded once key is returned.

Receipt #: _____

- Option 2: No deposit is required for faculty and staff members.

Person to be issued keys:

Last Name: _____ First Name: _____

Personnel/Student #: _____ UTSC Room #: _____ E-Mail: _____

UTSC Telephone #: _____ Home Telephone #: _____

Home Address: _____

Key-holder status (Please check one):

- Masters Ph.D. Postdoctoral Associate Faculty Staff

- Others: (Please specify _____)

Department: _____ Primary Supervisor: _____

Terms and Conditions:

- 1) Key can only be picked up by the person to whom it has been assigned. Key is to be picked up from Ava Auyeung in Room SW-421F, upon presentation of photo ID (e.g. student ID or driver's license).
- 2) Under no circumstances should key issued to one individual be turned over to another individual, as this will compromise the department's key records. Key should be returned to Ava Auyeung in Room SW-421F once the individual's role in UTSC has ended. Key can only be returned by the individual who was assigned it and upon presentation of photo ID.
- 3) No extra keys will be issued for occasional use.
- 4) Faculty and staff can obtain their own personal key without a deposit. No more than one key will be issued.
- 5) Full deposit will be refunded once key is returned. There will be no exception and no partial refund will be made.
- 6) Key deposit is forfeited if key is not returned within **6 months** of the key holder leaving UTSC.
- 7) Please report any lost keys immediately to Ava Auyeung.
- 8) Key holders will be responsible for the replacement cost of lost keys.

I, the key holder, hereby understand and agree to the terms and conditions set forth above.

Key-holder Signature

Key-holder Name

Date