

Blair School of Music

Student Key Loan

2015-2016

NAME _____

YEAR (1st, 2nd ...etc.) _____

EMAIL _____

CELL PHONE # _____

1. KEYS NEEDED

Note: Faculty approval required and 24 hours minimum to pick up key(s)

Please list keys by Room Number or by Room/Item Name:

FACULTY SIGNATURE _____ DATE _____
(PRINT NAME) _____

2. TO OBTAIN KEYS

Return this completed form to **the receptionist at the front desk** located in **Blair's Main Office**, room **1115** with a **\$30 CASH** deposit. Deposit will be forfeited if key is not returned by **Thursday, May 5, 2016**.

3. POLICIES

Keys are loaned for one full school year.

\$30 deposit (cash only) is required of each student

Keys should not be loaned to anyone

When you leave classrooms or studios, lock the door and turn off all lights

No food or beverages in the rooms

STUDENT SIGNATURE _____ DATE _____
(PRINT NAME) _____

Collected by _____

Date deposit returned _____

Date deposit forfeited _____