

## Blair School of Music Student Key Loan

**TO OBTAIN KEY/KEYS:** Return this *completed* form to **Jenny Simpkins** at the front desk of Blair's Main Office, room 1115 with a \$30 CASH Deposit. **Please have correct amount**, we have no way of making change. The Deposit will be forfeited if the key is not returned by **May 1, 2019**

Students will not be able to check out keys for Turner and Ingram Halls. If you have rehearsals, then you will need to contact your faculty advisor. If this rehearsal falls on a weekend, then the Tech Shop guys can open it for you. They are here most weekends. If during the week after 5:00PM, then it will be up to your faculty advisor to get you in Ingram or Turner. During the hours of 8:00AM – 5:00PM the office staff can assist you with unlocking doors.

### POLICIES:

- Keys are loaned for one-full school year.
- \$30 deposit (**cash only**) is required of each student.
- Key/Keys should not be loaned/used by anyone other than the person who checked it out.
- When leaving classrooms/studios, lock the door and cut off the lights behind you.
- NO FOOD or beverage in the rooms.
- **Faculty approval required**

### WAVED:

- Key deposits can only be waved to Student Workers, TA's or Faculty Assistants.



I \_\_\_\_\_ have read these policies and procedures on this date \_\_\_\_\_ and agree fully to comply. I understand that any violation of these policies and procedures will be termination of using the key/keys.

### Keys Needed

Room# \_\_\_\_\_ Hook# \_\_\_\_\_ Key# \_\_\_\_\_

Room# \_\_\_\_\_ Hook# \_\_\_\_\_ Key# \_\_\_\_\_

Room# \_\_\_\_\_ Hook# \_\_\_\_\_ Key# \_\_\_\_\_

Room# \_\_\_\_\_ Hook# \_\_\_\_\_ Key# \_\_\_\_\_

**Student's Name:** \_\_\_\_\_ (print) \_\_\_\_\_

**Year (1<sup>st</sup>, 2<sup>nd</sup>, and etc..)** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ (print) \_\_\_\_\_

Amount Collected: \_\_\_\_\_ By Whom: \_\_\_\_\_ Date: \_\_\_\_\_

WAVED: \_\_\_\_\_ By Whom: \_\_\_\_\_ Date: \_\_\_\_\_

I verify that \_\_\_\_\_ is a Student Worker, TA, or Assistant and should be WAVED the deposit. Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Key Returned \_\_\_\_\_ Date deposit returned \_\_\_\_\_