

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
KEY/ACCESS CARD REQUEST FORM**

(Print and Submit Completed Original to your Cabinet Level Supervisor or Dean)

Today's Date: _____

Key(s) and/or access card(s) requested for:

Full Name: _____ Title: _____

Department: _____

Campus phone ext: _____ and e-mail: _____@newriver.edu

Building(s) for which exterior door access is required: _____

Area(s), Room(s) and Building(s) for which access is required: _____

By signature below I agree to abide by New River College Procedure No. 38 and the following requirements of that procedure:

- Securing exterior door when entering or exiting while occupying or leaving the building;
- Ensuring that no unauthorized individual enters the building with them;
- Notifying the President's Cabinet Level Administrator or Dean when entering or exiting the building during non-work hours.
- Duplication of College key(s)/access card(s) is prohibited and will be subject to disciplinary action up to and including dismissal and criminal procedures.
- Returning key(s)/access card(s) to the Campus Maintenance/ Security Office on or before last day of employment with the College. At no time should keys/access cards be exchanged between employees or kept by a department.
- Lost/stolen/damaged keys/access cards will be reported to the Director of Facilities and Campus Maintenance/Security Office within 24 hours. Employees may be held responsible for replacement of keys/access cards and may be assessed a fee to cover replacement.

Signature of applicant: _____ Date: _____

Approvals:

Cabinet Level Supervisor: _____ Date: _____

Director of Facilities/ designee: _____ Date: _____

Internal Office use: Date Key Issued _____ Released By: _____

Date Key Returned _____ Received By: _____