

Facilities
Maintenance and Central Stores 103
PO Box 4004
Eau Claire, WI 54702-4004

Key Policy Addendum

I agree to the following conditions regarding possession of University of Wisconsin-Eau Claire (hereafter called university) lock hardware including, but not limited to, keys, key retainers, pass cards, electronic door openers, cylinders or padlocks:

1. Possession of lock hardware is limited to the duration listed on the Key Authorization Form. I agree to return all lock hardware to UW-Eau Claire Facilities Management on the key return date listed on the Key Authorization Form, upon graduation, or discontinuation of enrollment or employment from the university.
2. I understand that all lock hardware must be returned in person to Facilities Management. Lock hardware must not be transferred to a supervisor or any other person.
3. I understand that I may be responsible for all costs associated with my misuse of the university lock system. Misuse includes, but is not limited to: a lost key, unauthorized key transfer, or failure to secure a location accessed via lock hardware.
4. I understand that I am subject to minimum \$50 forfeiture per incident for failure to report lost lock hardware, reauthorize lock hardware, or return lock hardware in a timely manner.

I have read the above regulations and agree to all stated conditions and accept responsibility for the lock hardware detailed on the Key Authorization Form. These terms and conditions are in addition to the university Key Policy.