

GREAT BASIN COLLEGE
Key Request & Policy Acknowledgement Form

Keys to be issued to: _____

Home Address: _____

Contact number(s): _____ Department: _____

Staff (Faculty, classified) Part-time (instructor, student, facilitator, tutor, etc.)

Other (Company/Agency Name) _____

Keys requested (check all that apply) to be completed by employer/department

Campus Master Building sub master Building access Office/Room

Reissue (Lost Key) Paid (submit receipt to HR) Temporary Key: _____

Building Name (s): _____

Building Room Number(s): _____

Key Number(s): _____

Statement of Responsibilities:

Great Basin College strives to provide a safe and secure environment for our employees and students. Proper use of handling assigned keys can help to maintain this environment. To ensure that you understand and accept your responsibilities as a key holder, please read the college key policy