



COLLEGE OF
LIBERAL ARTS & SCIENCES

Division of World Languages,
Literatures and Cultures

111 Phillips Hall
Iowa City, Iowa 52242
319-335-2923 Fax 319-335-2990

Key and Access Authorization/Issuance

This form must be submitted prior to receiving keys

Name: _____ Email: _____

Dept: _____ Phone: _____

University ID#: _____ Staff _____ Faculty _____ Student _____

Date issued: _____ Date to be Returned: _____

Key(s): _____ Electronic Access: Phillips Hall

Keys may not be loaned to anyone. Keys are issued in order to facilitate the University mission. By signing below I agree to use key(s) to access University facilities only in fulfillment of my assigned work or academic duties. In the event that this right is misused, the issuing office will request their return and revoke any electronic access.

By signing below, I hereby accept the responsibility of key(s) and building access issued in my name. In the event that key(s) are lost, I will immediately notify Merry Powell in the Division of World Languages, Literatures and Cultures at 335-3402. I also understand that I will have to pay for a replacement and/or the possible rekeying of the facility. I understand the fee for replacement to be **\$100 per key**, possible immediate termination of electronic access rights; and if the facility requires rekeying, the full cost involved. Replacement keys will not be issued until all fees are paid in full. I further understand that if I do not return key(s) by the above date stated, I will be charged the full replacement fee. My signature below constitutes authorization for The University of Iowa, at its election, to deduct from my paycheck or add to my U-Bill any of these charges.

Signature

Date

DATE RETURNED: _____

Signature

Date

Office Use Policy for the Division of World Languages, Literatures and Cultures

University offices, buildings, and equipment are provided at the discretion of the department for your use in the performance of University business. No University facilities or property may be used for any private purpose. Employees found to have violated this policy will no longer be eligible for University office space. Your signature below is your agreement to comply with the following guidelines:

- Offices and equipment will only be used for University business.
- Repainting of any surface is prohibited.
- Cooking is not allowed in University office spaces. Microwaves, refrigerators or other appliances found in offices will be removed and discarded.
- All furniture in the office must stay in the office. Missing furniture will be charged to your U-Bill.
- No outside furniture may be brought into offices. Accessories such as lamps, art, etc. are fine.
- Desks must be cleaned out at the end of the semester. Any items left in desks or offices at the end of the semester will be disposed of.
- Keys must be turned in when vacating your office at the end of the semester.
- Lost keys will result in a charge to your U-Bill for replacement and may result in a charge for re-keying doors or building. See full key policy on check-out form.

Printed Name

Signature

Date