

BROWN UNIVERSITY DEPARTMENT OF PHYSICS

KEY ISSUE FORM

Date

Please complete the form and get a Physics faculty/staff authorization signature. To receive the key, bring the completed, signed form to Mary Ellen Woycik (Barus & Holley, 4th floor, South Side Reception Area). **PLEASE NOTE: \$10 refundable security deposit will be required when signing out a key. The deposit will be refunded when the key is returned.**

Recipient's Name

Instructional Lab Keys Only:

TA Student Instructor

Course

Semester

- Faculty Graduate Student Visitor
 Staff Undergrad Student Postdoc
 Other (Specify): _____

Visitors Only: Please provide non-Brown contact information (Email and/or phone#)

Key #

Room #

Return By Date

Key recipient requires lab training: Yes No

By my signature I agree that I will keep this key in my possession, neither lending to unauthorized persons nor allowing it to be duplicated. I also agree to return this key upon request, on the "Return By" date specified above or at the termination of my association with Brown University's Department of Physics.

Key Recipient's Signature:

Authorization Signature:

Deposit Paid

Key Returned

Deposit Refunded

By my signature I confirm that the key deposit was refunded to me

Comments