

## College of Engineering – Cal Poly Pomona Student Key Request

The Engineering Neighborhood has a Bronco slide-card system to give students access to most facilities. In some cases, a student may need a metal key to access a specific room or a cabinet. Keys are issued by recommendation of the academic department with approval by the Dean's Office. Authorizations may be changed based on college operational needs. Keys are only issued to active Cal Poly Pomona students and must be returned by the deadlines established at checkout, or sooner if the student's status or needs change. If keys are not returned, a hold will be placed preventing registration and graduation.

**Students may not let others into buildings or into any room with their key.** Students who need access must have their own key(s). If it is determined that damage is done, items are missing, or rooms are left unsecured by a student, all of the issued key(s) will need to be returned.

**Take completed form to the College of Engineering Dean's Office.** Keys are issued as quickly as possible but may take up to a week. **When keys are available, email will be sent to your Cal Poly Pomona Email address.** You may also email [engineering@csupomona.edu](mailto:engineering@csupomona.edu).

Student Information: \_\_\_\_\_  
 Name Contact Phone Major ID Number  
 Access Needs: \_\_\_\_\_  
 Open University Student Check Here \_\_\_\_\_

Purpose and plan of action	Departments involved	Return Date – <b>Required</b>
Room doors requested – <b>List room numbers including exterior doors if needed</b>		
Anticipated Access Hours – <b>Check one option</b>		
_____ Normal Campus Hours: Monday – Friday 8 a.m. – 4 p.m.		
_____ Weekend and Holiday Days: Saturday, Sunday 8 a.m. – 5 p.m.		
_____ Normal Campus Hours AND Weekend and Holiday Days		
_____ Extended School Hours: Monday – Thursday 6 a.m. – 10 p.m., Friday 6 a.m. – 5 p.m.		
_____ Extended School Hours AND Weekend and Holiday Days		
_____ 24 hours a day, 7 days a week		
Restrictions and Special Requests: (e.g. Safety test required, May not work alone, ...)		

The privilege of having key(s) to College of Engineering buildings or rooms depends on responsible actions 24/7:

- **use your key(s) for yourself only and do not admit others**
- **report lost keys immediately – you are responsible for damages and losses until your key(s) are reported lost**
- **shut doors to keep building secure and do not prop doors open**
- **do not use doors marked "emergency exit" except in an emergency**
- **use facilities responsibly and for their intended purpose; always clean up after yourself before you leave**
- **make sure that doors close and latch when leaving.**

**Negligence in any of these responsibilities will result in the immediate recall of keys.**

I understand that these keys are the property of CPP and assigned to me for my own use. I will keep them secure and return them when requested or when my affiliation with the university changes. I will return unneeded keys promptly and report lost keys immediately. I also know that there may be a charge for rekeying locks if I am negligent in any of these responsibilities. I understand and accept this responsibility:

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

I understand and endorse the purpose of the access described:

\_\_\_\_\_  
Faculty Sponsor Name (print please)

\_\_\_\_\_  
Faculty Sponsor signature

\_\_\_\_\_  
Date

I recommend that the access described be given:

\_\_\_\_\_  
Department Chair signature

\_\_\_\_\_  
Date