



# PNWU

## Locker Key Request Form

Date

Name:  Student ID:

Address:

City:  State:  Zip:

Home Telephone: Number:  Cellphone Number:

Class of:

Enter the Locker Number of your choices below.

Locker Requested			
	1st Choice	2nd Choice	3rd Choice

### LOCKER Key Policy

- Lockers are on a first-come-first-get basis
- Keys are to be issued by the Security/Facilities Department when authorized by appropriate dean or director.
- Students must pick up keys in the Security/Facilities Office and sign for the keys they receive.
- The University is not responsible for any loss or theft of items secured in the locker area.
- If keys are lost, stolen, or misplaced and re-keying of lock(s) is necessary for security reasons, the costs for replacement of the keys or recombination of cores will be the responsibility of the student as determined by the Key System Advisory Group.
- Payment shall be made within 30 days of the billing date unless other arrangements are approved in writing by the Key System Advisory Group.
- **Upon termination of student status, or end of school semester if student HAS NOT Renewed**, keys shall be returned to the Security/Facilities Office.
- Any material left in the locker after a semester is subject to being disposed of as seen fit by the University's Janitorial Services.

**I have read and understand the PNWU Locker key policy.**

Full Name:  Date

My typed signature is my symbol and intent of authentication where I willingly signed, understand, and adopt this document.

***Save a copy of this Form and e-mail the completed form to [facilities@pnwu.edu](mailto:facilities@pnwu.edu)***

For Official Use Only					
Date Issued:		Locker Number:		Issuer:	
Key(s) Issued:					