

# UC San Diego Department of Music

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## Music Department Access Card & Key Request

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**PLEASE PRINT CLEARLY**

**USER NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **P.I.D** \_\_\_\_\_

GRADUATE STUDENT

MUSIC MAJOR

MUSIC MINOR

<b>Room Requested</b>	<b>Dates of Usage</b>		<b>Associated Class / Project</b>
	<b>From</b>	<b>To</b>	

**USER ACKNOWLEDGMENT:**

**Initial**

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- Responsible for the security of the room and its contents while the room is open due to the exercise of the user key(s).
  - Responsible for controlling the use of the card and/or key(s).
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- It is against Music Department policy to loan your card and/or key(s) to others.
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- Responsible for securing and returning the room to its original condition after it's use.
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*The user is required to pay a fee of \$10.00, checks payable to UC Regents. Failure to return key(s) by due date, loss of key(s), or irresponsible use of key(s), may result in loss of key privileges, and fines covering the actual costs incurred by the Music Department to re-key, change locks or repair damage to equipment or rooms. Issued key(s) subject to recall at any time.*

User Signature/Date: \_\_\_\_\_

TURN COMPLETED FORM IN TO THE STUDENT AFFAIRS OFFICE. PLEASE ALLOW 3 BUSINESS DAYS FOR YOUR REQUEST TO BE PROCESSED.

**YOU CAN PICK UP YOUR ACCESS CARD AND/OR KEY FROM ROOM 177  
BETWEEN 9:00 AM – 11:00 AM MON- FRI.**

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*DEPARTMENT USE ONLY*

STUDENT AFFAIRS: \_\_\_\_\_

FACULTY: \_\_\_\_\_

PROCESSED: \_\_\_\_\_