UMASS/BOSTON CAMPUS CENTER KEY REQUEST FORM
Campus Center Administration UL330
Phone: (617) 287-4800 ♦ Fax: (617) 287-4810 ♦ Email: campus.center@umb.edu

This form is to be submitted to the Campus Center only, for all access key cards or keys requests.
Bring form to Campus Center Admin. Office, U330. Please Report any lost or stolen access key cards or keys.
A CHARGE OF $10.00 WILL BE ASSESSED FOR LOST, STOLEN OR DAMAGED CARDS
All fields MUST be completed; incomplete or unauthorized forms will not be processed.

Last Name: ________________________  First Name: ________________________  Date: __________________
Student/Staff ID #: __________________  Phone Number: ___________________________
Email: _____________________________________  Floor: _________________  Room/Cubicle #: ____________

Department (Check box that applies):
☐ Academic Support  ☐ Facilities  ☐ Public Safety  ☐ Undergrad Admissions
☐ Advising  ☐ Financial Aid  ☐ Registrar  ☐ Undergrad Studies
☐ Book Store  ☐ Grad Admissions  ☐ Ross Center  ☐ Unicco
☐ Building Manager  ☐ Graduate Studies  ☐ Sodexo  ☐ Veteran’s Affairs
☐ Bursar  ☐ Honors Program  ☐ Student Activities  ☐ Writing Proficiency
☐ Campus Center Admin.  ☐ Institutional Srvs.  ☐ Student Affairs
☐ Campus Services  ☐ IT  ☐ Student Employment
☐ Career Services  ☐ Office of International & Transitional Affairs (OITA)
☐ Enrollment Info Srvs  ☐ Student Support Srvs
☐ Enrollment Mgmt.  ☐ One Stop  ☐ Testing Center

TYPE OF KEY REQUESTED (Check all that apply):

1. ACCESS KEY CARD (If this is a new access card, you must be present, as your photo will be taken)
   ☐ New  ☐ Lost  ☐ Damaged  ☐ Delete Cardholder  ☐ Card Name Change  ☐ Department/Location Change
   Office/Office Wing Requiring Access ____________________________  ☐ Deactivate on _____________  ☐ Reactivate

2. OFFICE FURNITURE KEYS (DESK, CABINETS, etc…)
   NOTE: If you are requesting keys for a new location, you must first return your existing keys before new keys are issued.
   ☐ New  ☐ Lost  ☐ Damaged  ☐ Department/Location Change
   Key # (usually begins with a “K”, ex. K001): ______________________________________

3. DOOR KEYS FOR OFFICE, ROOM OR STORAGE SPACE
   (Note: When your key is ready, you will be will contacted by Facilities. You may pick up your key at Quinn room UL 00001)
   ☐ New  ☐ Lost  ☐ Damaged  ☐ Name Change  ☐ Department/Location Change
   Room No: ______________________________________

Department Head or Office of Student Life Authorization:

By signing below, I authorize this individual to receive the keys and access listed and described above. If a key card is requested, I authorize access to the Campus Center as indicated above and for the access level indicated below (Check level of access):

☐ Unlimited Access (24/7)  (All hours, all days)  ☐ Building Hours  (M-F 6am-11:30pm & Sat/Sun 7am-10pm)
☐ Office Hours Only  (M-F 7am-7pm)

Name (printed): ____________________________  Signature: ________________________________  Date: _____________

Office Use Only: Signature of CC Personnel issuing key(s): ____________________________  Date: _____________
Distributed Access Key Card #: ______________________________________  Key #'s: ____________________________

Updated on 5/28/2009
Campus Center Access Card and Key Policies

*** All key requests must be submitted to the Campus Center Office, UL 330 ***

ACCESS CARDS (with photo ID):
- If your card is lost or stolen, please contact us immediately so it can be deactivated.
- Do not alter (i.e. hole-punch) the card as it may affect its functionality.
- Replacement cards will be issued at a cost of $10 per card.
- Public Safety and Campus Center building managers are authorized to verify access to office wings at any time. If unable to verify access, person(s) will be asked/escorted out of the office wing.
- If you are a new employee, you must provide your staff id number to receive an access card and/or keys.

KEYS:
- For your security, please keep your desk and cabinets locked; as the Campus Center is not liable for lost or stolen items.
- Office furniture (desk/cabinets) keys are picked-up at the campus center office.
- Metal keys to storage closets and selected offices are picked up and returned to the Facilities Department, Quinn Building, UL 00001.
- Before issuing keys to new work areas, existing keys must be returned first.

NOTE- Upon departing the university, your access card and furniture keys MUST be returned to the Campus Center and your storage room and/or office key must be returned to the Facilities Department, Quinn Building, UL 00001, failure to do so will delay your HR checkout process.

Thank you,

Campus Center Administration
Upper Level Room 330
617-287-4800
campus.center@umb.edu