

**HOBART & WILLIAM SMITH COLLEGES
KEY REQUEST FORM**

Please print, complete, and submit to B&G

To: BUILDINGS & GROUNDS

Date _____

From* _____

Issue to _____ Faculty Staff Student
Other _____

Department _____

Return date _____

Reason for request _____

Building _____ Department _____

Room # _____ Description _____

Room # _____ Description _____

Room # _____ Description _____

Room # _____ Description _____

Room # _____ Description _____

Master Key _____ Description _____

Sub Master Key _____ Description _____

*Appropriate staff member in accordance with the campus key policy must sign all requests.