Key Cards Contract

Name_____________________________________________

Phone Number_____________________________________

Email Address______________________________________

Please read the contract terms carefully:

• **CM Majors-Do not return key cards to the CM department.** The key cards are yours to keep through graduation.
• **CM Minors**-Return card to the CM department at end of quarter.
• For cold labs only: Any damage to the labs will result in fines. If we cannot determine who is responsible for the damage the entire class will be fined. Please make sure you look after the labs, keep the door locked when no one is in them, and make sure windows are closed when you leave.
• Do not share your keycard with anyone. Each card is keyed to a specific student and information is logged whenever it is used to open a door.
• Do not attempt to make holes in your keycard. Doing so will result in damage or deactivation of your keycard.
• Do not leave keycards in your car on hot days. This can deform the card leading to malfunction.
• If a card is lost or stolen it must be reported immediately. Failure to do so could result in unauthorized access to the department. You will be held liable for any damage done.

• Lost, stolen or damaged key card fines are as follows: $25.00 will be charged for key cards.

I understand the terms of the contract as stated above. By signing this agreement I agree to the contract terms:

_______________________________________  ______________________
Student Signature                          Date

_______________________________________  ______________________
Construction Management Department Signature Date