

PACIFIC LUTHERAN UNIVERISTY KEY HOLDER AGREEMENT

I agree to abide by the Pacific Lutheran University Facility Access Policy (full text available at www.plu.edu/access).

I understand my access is for the purpose of Pacific Lutheran University academics or business and that I may not share my access privileges with others.

I understand the Facility Access Policy forbids me to loan, transfer, give possession of, misuse and/or contribute to the duplication of my keys and cards.

I understand that keys and ID cards must be reported lost immediately online at www.plu.edu/access.

I agree my student account may be charged and/or my PLU wages may be charged if I fail to return the above keys to the Access Office immediately upon termination of employment, their due date, when otherwise requested to do so by university officials or if I am no longer enrolled in classes at Pacific Lutheran University.

I understand the fee schedule and Access Policies are subject to change without notice. Though not an exhaustive list and subject to change, the fee schedule as of Oct 1, 2014 is:

General Key.....\$35.00 per key
(vehicle, gates, building, offices)

Re-Core of Lock.....\$50.00 per lock

NOTE: A lost key may result in the recoring of more than one lock resulting in additional charges.

Trinity Lutheran Church Key.....\$75.00 per key

Trinity Lutheran Hovd House Key.....\$100.00 per key

(a lost key may result in the recoring of more than one lock

resulting in additional charges)

Desk or Cabinet Key.....\$5.00 per key

Mailbox Key.....\$5.00 per key

EBC (Allen wrench kit).....\$15.00 per set

ID Card Replacement.....\$35.00 per occurrence

☒ Master keys will be issued to departments and not to individuals. Master keys are to be secured in a locked key box or cabinet within a locked space. Master keys do not leave campus.