

Loaned Key and Electronic Access Agreement for Guests of the Department of Physics & Astronomy

This is a legally enforceable Agreement between the University of Utah Physics & Astronomy Department and the following individual (please print):

_____ Name	_____ Phone
_____ Address	_____ Email
_____	_____ UID#

The foregoing individual is hereby referred to as a "Key Holder". The key(s) or electronic access code(s) which is(are) being issued under this agreement is(are) hereinafter referred to as the "Keys".

The purpose of this Agreement is to set forth the terms and conditions under which the Key Holder is provided access to the following University buildings, rooms, or facilities, hereinafter referred to as "The Facility", for the term shown.

Facility

Term

A "Secured Facility" is one that has been locked in accordance with the University and/or Departmental security procedures or schedules.

1. The Department reserves the right to terminate the Key Holder's access privileges at any time, with or without notice, upon demand, for any or no reason. Keys and/or electronic access codes will be issued and may be revoked by the Department according to rules then in effect.
2. The Key Holder expressly agrees that he/she will use the Key(s) only for authorized activities in/at the Facility and will take such steps as are reasonably necessary to prevent unauthorized use.
3. The Key Holder shall be responsible for managing and controlling all persons using the Secured Facility under access provided by the Key Holder and in ensuring that they abide by this agreement.
4. The Key Holder accepts financial liability for any loss of University property consequent to granting access, either directly or indirectly (e.g. by propping doors or disabling locks), to a person who is not a Key Holder.
5. Absent specific approval from the Department on a case by case basis, the Key Holder will not lend the Keys to or share Keys with any other person, will not duplicate the Keys, (always a violation of University policy) and will not permit the Keys to be used by any person other than the Key Holder.

6. The Key Holder's right shall be limited to the term specified above, subject to earlier termination at the option of the Department. Such term may be extended from time to time by mutual agreement.
7. The Key Holder agrees to return all keys immediately upon expiration of this agreement or no longer needing the services for which the key was issue, whichever is earlier. The Key Holder further agrees to return all keys at any other time upon demand by the Department, regardless of cause. In addition, the Key Holder agrees to pay a deposit of \$10.00 to the Department for each key issued, refundable upon its return, and a deposit of \$20.00 for each replacement key.
8. This Agreement shall be governed by the laws of the State of Utah.

IN WITNESS WHEREOF, the parties have signed this Agreement in duplicate as of the date set forth below:

Date: _____

Key Holder:

Department Representative:

Print Name

Print Name

Signature

Signature

Title