**KEY LOAN AGREEMENT**

I, the Key Borrower (signed below), hereby accept all responsibilities associated with the issuance of any and all keys and will, to the utmost of my abilities, protect the security of such against **loss, theft, and duplication**. In case of loss, theft or possible duplication of said key, I will immediately notify the Facilities Manager/Safety Coordinator of such occurrence. I understand that it is illegal to duplicate Virginia Tech-issued keys.

I understand that this key is the property of the College of Architecture and Urban Studies and Virginia Tech and is being loaned to me for my convenience and I shall, immediately and unconditionally, return this key upon request of the Facilities Manager/Safety Coordinator or designee. Refusal or failure to do so will legally bind me for all costs incurred for securing the areas and/or equipment operated by said key. This includes changing door lock cores ($100/ea), keys ($4/ea) and/or replacing equipment padlocks/keys ($20/ea).

**KEY INFORMATION:**

**BUILDING/ROOM #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KEY NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF KEY LOAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUIRED DATE OF KEY RETURN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KEY BORROWER’S INFORMATION:**

**BORROWER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOKIE PASSPORT ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VALID DRIVER’S LICENCE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, STATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
BORROWER’S SIGNATURE (*By signing, I agree to all terms of this Key Loan Agreement*)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
AUTHORIZATION, FACILITIES MANAGER/SAFETY COORDINATOR**

**DATE OF KEY RETURN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
FACILITIES MANAGER/SAFETY COORDINATOR KEY BORROWER**