

REQUEST NUMBER (KC USE ONLY) _____

DATE _____

CONTRACTOR KEY AUTHORIZATION & REQUEST

COMPANY NAME: CONTRACTOR- _____

COMPANY ADDRESS: _____

COMPANY PHONE#: _____ ZIP CODE: _____

CONTACT NAME: _____ CONTACT PHONE #: _____

NIU PROJECT MANAGER: _____ NIU PROJECT NAME: _____

PROJECT END DATE: _____ NIU PROJECT #: _____

DESCRIPTION OF ACCESS NEEDED: _____

KEY #	DATE ISSUED	ISSUED BY	DATE RETURNED	RECEIVED BY

APPROVALS

SIGNATURE - CONTRACTOR _____

DATE _____

CONTRACTOR (PLEASE PRINT) _____

SIGNATURE - NIU PROJECT MANGAGER _____

DATE _____

NIU PROJECT MANAGER (PLEASE PRINT) _____

SIGNATURE - NIU KEY CONTROL FOREMAN _____

DATE _____

NIU KEY CONTROL FOREMAN (PLEASE PRINT) _____

**Northern Illinois University****TERMS & CONDITIONS RELEASE AGREEMENT**

THE INDIVIDUAL SIGNING THIS DOCUMENT AS 'CONTRACTOR' AGREES TO THE FOLLOWING: I HAVE RECEIVED THE LISTED KEY(S) AND I AGREE NOT TO LOAN OR HAVE KEY(S) REPRODUCED IN ANY MANNER.

DEPOSIT WILL BE FORFEITED FOR UNRETURNED KEYS.

PERSON RECEIVING KEY(S) MUST BE A REPRESENTATIVE OF THE CONTRACTOR ASSIGNED TO THE KEY(S).

IN THE EVENT THAT MY KEY(S) ARE LOST, STOLEN, OR OTHERWISE MISPLACED, I ACCEPT THE RESPONSIBILITY TO IMMEDIATELY NOTIFY NIU KEY CONTROL SHOP 815-753-1215.

KEY DEPOSIT:**ACCESS TYPES (COST):**

1. ROOM/OFFICE/SUITE (\$100.00/KEY)
2. BUILDING ENTRY (\$100.00/KEY)
3. MASTER (\$500.00/KEY)

PLEASE MAKE CHECKS PAYABLE TO : NORTHERN ILLINOIS UNIVERSITY

DEPOSIT #: _____ CHECK #: _____