**Snee Hall Building Access/Key Request Form**

Date:

This access request form and accompanying Instructions must be used for new students, staff or faculty In order to pin key or card access to Snee Hall. The completed form must be returned to the Snee Hall Faclllty Coordinator In order for card access to be set up. Keys must be obtained from the Faclllty Coordinator, Paul Pelletler, In B14C Olln Hall and signed for In person. Please flll out the form, have It approved by your supervisor and emlal It to [pap34@lcornell.edu.](mailto:pap34@lcornell.edu) You wlll be contacted *to* schedule a time to pick up your keys.

Section 1: User Information

Last Name

Net ID

Cornell ID#

First Name

Department

Cell Phone

Supervisor

Expected

Completion

Office Phone

Home Phone

**Date**

Section 1A: Access/Key Authorization

Key or card access wlll not be Issued untll authorized by a Department Administrative Representative or Faculty member as Indicated by their signature below.

Authorizing Name (print)

Signature & Date

Section 1B: Key Transaction Log

•ay signing this form, I agree to the requirements and responsibilities set forth In Cornell Polley BA- Manapment of Keys and Other Access Control Systems. Speclflcally, I agree to:1) Maintain control of Issued access control devices, Z) Prevent unauthorized use or dupllcatlon of access control devices In my possession, 3) Rellnqulsh access control devices when I no longer need them or I am no longer authorized, 4) lmmedlately notify my supervisor and the Key Control Coordinator or Associate Key Control Coordinator of a lost, broken or stolen key.

Cornell Polley BA - Management of Keys and Other Access Control Systems requires that everyone acting on behalf of Cornell University must take responslblllty for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essentlal element of security Is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems and access control devices, as well as the locations they access and the Individuals to whom they are Issued.

Key#

Serles#

Room#

Date

User Slpature•

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