



HARVARD

School of Engineering and Applied Sciences

Name _____

ID# _____

Office _____

Group _____

Check one off: Faculty Staff Student
 Other _____

Loan of keys to: _____
(Rooms) _____

Card Access to: _____
(Building/Room) _____

Issue Date: _____

Return Date: _____

I acknowledge that I have received as a loan the following keys & or Card Access, administered by the Harvard School of Engineering and Applied Sciences.

I accept the responsibility of this loan. I agree to report the loss of any such key/ID; to return the keys at any time at the request of the School; and to return them in any case before leaving the University for a period of three weeks or more.

I agree to use these keys/Card Accesses for legitimate purposes only. I agree not to use them to admit anyone to any room or building of the University who at the time is not entitled to such admission.

I agree not to cause any duplicate or copy to be made of any of these keys. I agree not to mutilate or change these keys.

Signature _____

Address _____

Date _____

The loan of keys is approved by:

Signature _____

Print Name _____

Date _____