

**HOBART & WILLIAM SMITH COLLEGES  
KEY REQUEST FORM**

Please print, complete, and submit to B&G (facilities@hws.edu, fax 781-3909 or campus mail)

To: BUILDINGS & GROUNDS Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

\*Department Chair Signature: \_\_\_\_\_

Phone # / Ext. \_\_\_\_\_

Issue Key To: \_\_\_\_\_ 9 Faculty 9 Staff 9 Student (Please check one)

Department: \_\_\_\_\_ Return Date: \_\_\_\_\_

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Reason for request: \_\_\_\_\_

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Building: \_\_\_\_\_ Department: \_\_\_\_\_

Room #: \_\_\_\_\_ Description: \_\_\_\_\_

Room #: \_\_\_\_\_ Description: \_\_\_\_\_

Room #: \_\_\_\_\_ Description: \_\_\_\_\_

Room #: \_\_\_\_\_ Description: \_\_\_\_\_

Room #: \_\_\_\_\_ Description: \_\_\_\_\_

Master Key: \_\_\_\_\_ Description: \_\_\_\_\_

Sub Master Key: \_\_\_\_\_ Description: \_\_\_\_\_

**\*Department Chair's signature must be provided**