



WEBER STATE UNIVERSITY

Facilities Management

“Other Personnel” will assume full responsibility for all keys issued to them or their employees. This is in accordance with WSU Key Policy [PPM 5-44](#) and will include re-keying of building or buildings if necessary and/or applicable fees for lost or stolen keys.

Company Name

Keyholder - Print Name

Keyholder - Signature

Date

Key Number(s)

Project Name

Project Number

“Other Personnel” is defined as anyone working at the University with a need for access to a keyed space, which does not fall in the “WSU Personnel” category. This will include contractors, consultants, visitors, etc. A deposit of \$100.00 per key will be required for each key issued to all “Other Personnel.” This deposit will be refunded upon the return of said key or keys to the Facilities Management Business Services.