

**Western Nevada College
Facilities Planning and Management
Key Return Form**

Employee Information

Name	Employee ID	Date
Department	Campus	Telephone
Justification <input type="checkbox"/> Leaving <input type="checkbox"/> Office Move <input type="checkbox"/> Position Change <input type="checkbox"/> Other		Additional Information

Responsibilities/Contract

1. Keys must be turned in by the key holder except in case of emergency; the department Director then has the authority to return keys.
2. Upon signing this contract, the key holder relinquishes their responsibility for the security of the key(s) and room(s).
3. The key holder will be subject to a \$25.00 replacement cost for each lost or stolen key.

Keys Being Returned (Attach keys to back of page)

Building	Room #	Building	Room #	Building	Room #	Building	Room #
<input type="checkbox"/> Aspen:	_____	<input type="checkbox"/> CDC:	_____	<input type="checkbox"/> Obsv:	_____	<input type="checkbox"/> Pinion:	_____
<input type="checkbox"/> Auto:	_____	<input type="checkbox"/> Dini:	_____	<input type="checkbox"/> Reyn:	_____	<input type="checkbox"/> Sage:	_____
<input type="checkbox"/> Bris:	_____	<input type="checkbox"/> Hi-Tech:	_____	<input type="checkbox"/> Weld:	_____	<input type="checkbox"/> VGH:	_____
<input type="checkbox"/> Cedar:	_____	<input type="checkbox"/> MTT:	_____	<input type="checkbox"/> Bently:	_____	<input type="checkbox"/> Other:	_____

Signature Requirement

Employee Signature	Date
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Facility Use Only

KEY NUMBER	KEY NUMBER	KEY NUMBER	KEY NUMBER

Facilities Representative	Signature	Date of Receipt
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