

**UCF OTC 500
Request for Manual Door Key**

Name: _____ PID: _____

Home Address: _____

Home/Cell Phone: _____ University Extension: Not Applicable

Manuel Key # _____

Building Name: Orlando Tech Center, Suite 500

CIRCLE area(s) needed for UCF ID Card Access:

COMMON (includes front entry points, elevators, and stairwells)

rm. 134 (CA Senior Lab)

rm. 107 (MFA Animation and VFX graduate lab)

Traditional Door Key Room(s) #:

Reason for Access: Character Animation Undergraduate Animation and VFX Graduate

I understand that I may not loan my Traditional Door Key to anyone. I agree that all items I am requesting by this form will be returned to my responsible supervisor or faculty upon termination of my need for access at the Orlando Tech Center. I understand that the failure to return these items will cause a hold to be placed on my records and/or require payment of a fee. I understand that students my not graduate and/or receive their degree(s) until any holds are released. I understand that not returning or losing a traditional door key can result in suspension or termination of my employment with the University.

Your Name: _____
Print Signature Date

Responsible Supervisor/Faculty: _____
Print Signature Date

Building Manager: Joe Muley
Print Signature Date

Returned: _____
Print Signature Date