

Key Agreement Form

Key Check-Out

Date: _____/_____/_____

Last name: _____

First name: _____

Phone: (_____) _____ - _____

E-mail Address: _____

Student ID#: _____

Professor & Class: _____

Requested Check Out Date: _____/_____/_____

Return Date: _____/_____/_____

Key Policy

- The keys obtained are solely the student's responsibility and must not be loaned to a third party.
- A fee of approximately \$300 will be charged to the student for rekey of the doors, in case of a lost key, as it is the student's duty to safeguard it.
- The key must be returned at RAFFMA by the specified date set on this form.
- Failure to return the key on time will result in immediate notification to the student's professors.
- Under no circumstances can a third party return the key without prior approval. The same person who checked out the key is to be the one returning it.
- Approval of the Dutton After Hours request must be approved by a RAFFMA Staff member prior to filling out this form. If you have not yet done so, please follow the steps below.

STEP 1: Request approval for Dutton After Hours one to two weeks before needed. Please request by emailing accordingly:

To: raffma@csusb.edu

Subject Line: Dutton After Hours Request: Name

Please allow 2 to 3 work days for review and approval.

STEP 2: Once approved, on the day of the requested after-hours, you will be required to fill out a form to check out the key.

I acknowledge that I am aware of and understand the Robert and Frances Fullerton Museum of Art, Key Agreement Form policy.

Student Signature: _____

Date: _____/_____/_____

KEY RETURN - FOR RAFFMA STAFF ONLY

RAFFMA Staff Signature: _____

Date: _____/_____/_____