

## Faculty of Media, Art, and Production Student Key Agreement Form

<b>Student Name</b>		<b>Department</b>	
<b>Student ID</b>		<b>Email Address</b>	

**Academic Level:** Undergraduate  Graduate  Doctorate

This student has faculty permission to obtain department keys to the following rooms/areas:

Room Number <small>*All Room Numbers must be indicated</small>	Locker Number <small>Theatre/Music Only Office Use Only</small>	Key/Fob/Lock Number <small>Office Use Only</small>	Date Issued <small>Office Use Only</small>	Return By Date <small>Office Use Only</small>

\_\_\_\_\_  
Faculty Authorization (Please Print Name)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Cost Breakdown:** All costs will be charged directly to your University Account

Department Key (DK)	Key Fob (KF)	Combination Lock (CL)	Locker Key (LK)
\$20.00 per key	\$10.00 non-refundable	\$20.00 per Combo Lock	\$20.00 per Locker Key
100% refund will be issued upon return of the key	Lost fob will result in an additional non-refundable \$10 replacement fee.	100% refund will be issued upon return of the Lock	100% refund will be issued upon return of the key

### Student Contract:

By signing this contract, I acknowledge that if the above key(s) are not returned within **TWO WEEKS AFTER THE LAST DAY OF LECTURES EACH SEMESTER**; my deposit will not be returned, and I will be charged \$450.00 per Department Key, \$100.00 Per Combination Lock, and \$100.00 Per Locker Key onto my university account. University of Regina policy states that if money is owed:

1. Students may not register until their debt is cleared.
2. Transcripts will not be issued until all outstanding accounts are cleared.
3. Convocation will be refused if students have outstanding accounts.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Return Keys/Locks to the Art Store no later than 2 weeks after the last day of lectures each semester.**

**If Keys/Fobs/Locks are lost or stolen, please contact the Art Store as soon as possible.**

----- Please return this form to the Art Store (RC 022) or Erik.Fortune@uregina.ca once completed. -----

Art Store Use Only:		
<b>Signature</b>	<b>Date</b>	<b>Comments</b>