

## Department of Physical & Environmental Sciences

### Key/Key Fob Holder Agreement for

Key # \_\_\_\_\_ for \_\_\_\_\_ Room/Lab re: \_\_\_\_\_ Course

I, \_\_\_\_\_ as a faculty/staff/registered student at the University of Toronto Scarborough and/or a PDF/visiting scholar affiliated with the Department of Physical & Environmental Sciences, hereby acknowledge receipt of the above name key(s) and will abide by the rules and responsibilities of holding the above key(s) for the duration of my affiliation with this department.

I will use the key for the purposes with which it is intended and will not give or lend the key to anyone under any circumstances. It will be my responsibility to immediately notify the DPES Program Assistant should this key become lost or stolen. I acknowledge I am responsible for its safekeeping and understand the key deposit of \$\_\_\_\_\_ paid today will be forfeited should I lose this key and/or do not return the key to the department. I further understand my deposit will be returned to me when I return the key in good condition.

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Name

.....  
Key(s) \_\_\_\_\_ returned

Deposit \$\_\_\_\_\_ returned

\_\_\_\_\_  
Departmental Signature

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

Date: \_\_\_\_\_