

Request for Key

Please complete this form (School Approver signature from Nicole Thompson in Rogers 204) and submit to Jean Robinson in Dearborn 114. Upon approval, a key slip will be issued for the applicant to take to the Key Shop. An email will be sent to the student email address when the key slip is ready.

Room number or key number if known: _____

Name of Faculty authorizing key: _____

Person to be issued key: _____

OSU ID#: _____

Numbers on back of ID card (*only needed for electronic key card access*): _____

Other students in group (if group project): _____

Reason for needing key: _____

Electronic Access

Please complete and submit to Nicole Thompson in Rogers 204. Indicate “door group” needed below.

- Graf MIME Instructional Workspace** (Graf 106, 106A, 107 and 110)
- Graf Robotics Research Group** (Graf 201, 203, 205, 212, 216, 218, 300 or 310)

Authorization end date _____

Required of all access requests.

I have informed the student that:

- At least one other student must be present at all times when machinery, steam, compressed air, or electrical devices are being used.
- Undergraduate students may not use the space after hours.
- Unauthorized individuals are not allowed access to the space.
- Other people's equipment/supplies in the space are not to be disturbed.

Faculty Signature

Date

School Approver

Date