

# HIRE OF KEYS

FAMILY NAME: .....GIVEN NAME/S:.....

STUDENT/EMPLOYEE NUMBER (If applicable): .....

KEY NO: .....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

ROOM NOS: .....

**COURSE:**

- Honours / Post Graduate Diploma
- Masters
- Doctoral
- PhD
- Masters/PhD
- Research Assistants

SUPERVISOR (PLEASE PRINT): .....

SUPERVISOR/EMPLOYEE/VISITOR'S SIGNATURE: .....

PERIOD OF HIRE - ISSUED: .....

TO BE RETURNED: .....

DEPOSIT PAID  KEYS TAKEN

ENTERED ON DATABASE  RECEIPT No. \_\_\_\_\_

**NOTE: Please allow two days for processing.  
\$30.00 key deposit is required.**

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Office Use only

DATE KEY RETURNED: .....

## **School of Behavioural Science General procedures for key hire**

1. All fourth-year, postgraduate students and Research Assistants who wish to hire keys from the department must complete this form and submit it to the Front Office, Level 12, Redmond Barry Building at least two working days prior to collection.
2. All students must pay a \$30 deposit. Research assistants only need to pay this deposit if they are hiring the EX 1B 03 Building key.
3. Keys which can be hired:

### **Honours & Postgraduate Diploma Students**

- ♦ PS 1-2 Corridor/Pigeonhole / Photocopy Room
- ♦ EX 1B 03 Building Key (temporary overnight loan only upon the payment of a \$10 cash deposit)
- ♦ Lab Keys (Providing that supervisor's consent has been given)

### **Masters/ Doctoral/ Ph.D.**

- ♦ PS 1-2 Corridor/ Pigeonhole/ Photocopy Room
- ♦ EX 1B 03 Building Key
- ♦ Individual Office

### **Research Assistants**

- ♦ PS 1-2 Corridor/ Pigeonhole / Photocopy Room
- ♦ EX 1B 03 Building Key
- ♦ Individual Office or Lab Key