

**CONTRACTOR KEY AUTHORIZATION & REQUEST**

COMPANY NAME: CONTRACTOR- \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY PHONE#: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE #: \_\_\_\_\_

NIU PROJECT MANAGER: \_\_\_\_\_ NIU PROJECT NAME: \_\_\_\_\_

PROJECT END DATE: \_\_\_\_\_ NIU PROJECT #: \_\_\_\_\_

DESCRIPTION OF ACCESS NEEDED: \_\_\_\_\_



**Northern Illinois University**

**TERMS & CONDITIONS RELEASE AGREEMENT**

THE INDIVIDUAL SIGNING THIS DOCUMENT AS 'CONTRACTOR' AGREES TO THE FOLLOWING: I HAVE RECEIVED THE LISTED KEY(S) AND I AGREE NOT TO LOAN OR HAVE KEY(S) REPRODUCED IN ANY MANNER.

**DEPOSIT WILL BE FORFEITED FOR UNRETURNED KEYS.**

PERSON RECEIVING KEY(S) MUST BE A REPRESENTATIVE OF THE CONTRACTOR ASSIGNED TO THE KEY(S).

IN THE EVENT THAT MY KEY(S) ARE LOST, STOLEN, OR OTHERWISE MISPLACED, I ACCEPT THE RESPONSIBILITY TO IMMEDIATELY NOTIFY NIU KEY CONTROL SHOP 815-753-1215,

**KEY DEPOSIT:**

**ACCESS TYPES (COST):**

- 1. ROOM/OFFICE/SUITE (\$100.00/KEY)
- 2. BUILDING ENTRY (\$100.00/KEY)
- 3. MASTER (\$500.00/KEY)

PLEASE MAKE CHECKS PAYABLE TO : NORTHERN ILLINOIS UNIVERSITY

DEPOSIT #: \_\_\_\_\_ CHECK #: \_\_\_\_\_

KEY #	DATE ISSUED	ISSUED BY	DATE RETURNED	RECEIVED BY

**APPROVALS**

\_\_\_\_\_  
SIGNATURE - CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE - NIU PROJECT MANGAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NIU PROJECT MANAGER (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE - NIU KEY CONTROL FOREMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NIU KEY CONTROL FOREMAN (PLEASE PRINT)