

## Kemp Natural Resources Station Key Issue Form

*Please complete the following section:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*(Mailing address where returned deposit should be sent)*

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

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

*Please read:*

***Referenced State Statutes***

**§ UWS 18.06 (12) Wis. Adm. Code --KEYS.** (a) No person may duplicate a university key or request the unauthorized duplication of a university key. (b) No person may transfer any university key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key. (c) Keys in the possession of an unauthorized person may be confiscated.

**§ UWS 18.07 Wis. Adm. Code--PENALTIES.** Unless otherwise specified, the penalty for violating any of the rules in § UWS 18.06 Wis. Adm. Code shall be a fine of not more than \$500, or imprisonment of not more than 90 days, or both, as provided in Section 36.11 (1) (a), Stats., 1973.

I have read § UWS 18.06 (12) and § UWS 18.07 (above) of the Wisconsin Administrative Code. In receiving a key for this room/building, I agree to use it in accordance with § UWS 18.06 (12) Wis. Adm. Code and am aware of the penalties for improper use or duplication. I understand that this key is for my personal use and that I must return it if I am no longer assigned to the room(s) or to the building(s) for which it has been issued. In accordance with § UWS 18.07 Wis. Adm. Code, a fee will be charged for lost keys. Duplicate keys will not be issued.

A \$75.00 deposit is required per key. Your deposit will be returned to you when you return the key. Failure to return the key upon check-out will result in forfeiture of your deposit.

I have read the above, understand the terms, and agree to abide by the rules as set forth.

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

***Office Use Only***

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Key code: \_\_\_\_\_

Date key issued: \_\_/\_\_/\_\_\_\_ Issued by: \_\_\_\_\_ Deposit received: \_\_\_\_\_