

KEY CONTRACT AND RENEWAL FORM

Download the form and save to your computer before completing. Email to your instructor for signature. The front office will email you when your key is available.

PRINT NAME	
DAWG ID #	
EMAIL ADDRESS	
PHONE # (AREA CODE)	
ADDRESS	
CITY, ST ZIP CODE	

I hereby agree to the following terms and conditions regarding key checkout:

I SHALL RETURN OR RENEW THE KEY BY MAY 5, 2023

I understand and agree that the School of Music at SIU has the right to charge my Bursar's account in the amount of **\$50.00** for each key issued to me if I fail to return the key(s). I also understand that keys returned within 14 days after the deadline, will entitle me to receive a **partial refund** of the key charge.

I NEED A NEW KEY

I NEED TO RENEW MY KEY

Piano Major Key

Practice Room Key

Percussion Key

Other (Specify Below)

KEY TYPE:

SIGNATURE OF PERSON REQUESTING KEYS: (TYPED NAME ACTS AS YOUR SIGNATURE)	DATE:

After signed by faculty email to Gary Griffith at gary.griffith@siu.edu

AUTHORIZING FACULTY SIGNATURE:	DATE: