MONTCLAIR STATE UNIVERSITY

KEY & ACCESS CONTROL EVENT REQUEST FORM

Date of Request: _____

Email Request to access-control@lists.montclair.edu

Keys and access control cards that are loaned for the event have the understanding that they are valued as all other loaned MSU property for the effective accomplishment of the event. Any loss or damage to MSU keys and access control cards shall be immediately reported to the Access Control Office.

Last Name:	First Name:
Department:	Phone#:
CWID ID #:	

Please list the building and/or room number and check whether you will need key or access control card

Buildings / Rooms #	KEY	Access Control	Days / Hours