



**HPU ATHLETIC FACILITIES AND OPERATIONS  
KEY REQUEST FORM**



**ALL ITEMS MUST BE FILLED OUT IN ORDER TO BE PROCESSED!!**

Issue Keys to: \_\_\_\_\_ Date submitted: \_\_\_\_\_

DEPARTMENT/ORGANIZATION \_\_\_\_\_

OFFICE/ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

KEYS REQUESTED (each key should be requested on a separate line):

Building/Facility	Room/Area	Justification
EXAMPLE: Millis Center	Outside door key	Work purposes to get into Millis Center to go to athletic dept.

HAVE YOU REQUESTED ANY OF THESE KEYS BEFORE?  YES  NO

If YES, please indicate \_\_\_\_\_

Please return this form to:

Athletic Operations and Facilities

Attn: Ryan Tressel

Athletic Dept. – Millis Center room 211