STUDENT KEY REQUEST FORM 2015-2016

Longy students who are majoring in double bass, cello, or other larger instruments may request a key to instrument storage areas. Percussion students may request a key for the percussion room (L-8). Early Music students may request a key for Room 7. If you would like to request a key, please complete and return this form along with payment to the Facilities Office.

There is a $20 deposit for each key (payable by cash or check). When the key is returned to the Facilities Office, this deposit will be refunded.

Instrument closets do not contain reserved spaces. They are only to serve as storage for when the instruments are not in use. Do not store books or other personal items. Do not decorate or alter the space.

If a key is lost or stolen, please let the Facilities Office know immediately.

Name: __________________________________________________________

Phone: _______________________________________________________________________________________

Email: ______________________________________________________________

Degree Program and Major: ____________________________________________

Key requested: [ ] Bass Closet [ ] Cello Closet [ ] Cello Closet #2

[ ] Wind/Brass [ ] Room 7 [ ] Harpsichord [ ] L-8

[ ] Percussion Closet (Rey-Waldstein building)

By signing this form, I understand that these keys are being loaned to me by the Longy School of Music of Bard College. Keys should never be duplicated. There is no sharing of the space or lending of the key to persons not requesting a key themselves.

Signature: ____________________________ Date: ______________________

Office use only

Keys Issued by ________ Via ________ Date ________