

Studio Key Loan Deposit Form

Music Department
College of William and Mary
Ewell Hall



This form is to be used to pay the Department of Music's key loan deposit. Please return completed form and receipt from the Bursar's Office to Administrative Scheduling Coordinator, when picking up studio key.

TO BE COMPLETED BY INSTRUCTOR

Instructor (<i>please print</i>):		Room Number:	
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Instructor's Signature: _____ Date: _____

TO BE COMPLETED BY STUDENT

Name:		W&M ID#:	
Email:		Phone:	
Address to Mail Check (<i>where you will be receiving mail during the summer term</i>)			
Street address:			
City:		State:	
		Zip Code:	

I have obtained my instructor's permission to have a key to their studio, paid the key loan deposit of \$10.00 to the Bursar's Office in Blow Memorial Hall, and given the Bursar's receipt along with this form to the Department of Music before receiving a key. I understand that I must return this key to Music Dept. Suite at the end of the academic year and that my deposit will be returned approximately 6-8 weeks after I have returned the key.

I understand that I am responsible for making sure the studio is locked each time after using the space. I will not duplicate or lend this key to anyone else.

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

The above-listed student shall be charged \$10.00 by the Department of Music as a key loan deposit.

Account #: 1Y1179-250090
Org Code: 3KC210