



# Site Access Request

## INSTRUCTIONS:

- Each person requesting site access must complete this form.
- Complete Sections 1, 2, and 3, and attach any qualifying documentation if needed. Sign the request and obtain the department head or supervisor's approval. Send the completed form to the lock and key manager. It can be scanned and emailed to [key\\_manager@wplives.org](mailto:key_manager@wplives.org).
- The original signed form and qualifying documentation is to be filed at the FRRS Offices or with the general superintendent.

Section 1 – Information of the Volunteer, Employee or Contractor/Vendor to be Granted Access		
Name	Member #	Date
Company	Department	
Address		
City, State, Zip		
Phone Number		
<input type="checkbox"/> I am a Museum Volunteer	<input type="checkbox"/> I am an Employee	
<input type="checkbox"/> I am a Contractor/Vendor (Section 2 Must Be Completed)	Driver's License No.	

Section 2 –Museum Sponsor for Contractor/Vendor		
Sponsor Name		
Title	Department	
Phone Number	Driver's License No.	

Section 3 – Access Information		
<input type="checkbox"/> Regular Access <b>Or</b> <input type="checkbox"/> Temporary Access	Starting Date	Ending Date
Reason for Access:		
<input type="checkbox"/> Key Access	<input type="checkbox"/> First Issue <b>Or</b> <input type="checkbox"/> Worn (Key Attached) <b>Or</b> <input type="checkbox"/> Lost <b>Or</b> <input type="checkbox"/> Stolen	
<input type="checkbox"/> Electronic Access	<input type="checkbox"/> First Issue <b>Or</b> <input type="checkbox"/> Worn (Card Attached) <b>Or</b> <input type="checkbox"/> Lost <b>Or</b> <input type="checkbox"/> Stolen	
<input type="checkbox"/> I Have an Access Card, Card Number		

Section 4 – Signatures			
Volunteer, Employee or Contractor	(Signature)		
Supervisor or Department Head Approval	(Print)	(Signature)	Date



## Site Access Request

### Key or Access Card #1

Key Number		Access Card Number	
Granted Access:			
Follow-Up Date for Temporary Access		Date Key Returned / Access Canceled	
Issuing Manager / Superintendent	(Print)	(Signature)	Date

### Key or Access Card # 2

Key Number		Access Card Number	
Granted Access:			
Follow-Up Date for Temporary Access		Date Key Returned / Access Canceled	
Issuing Manager / Superintendent	(Print)	(Signature)	Date

### Key or Access Card # 3

Key Number		Access Card Number	
Granted Access:			
Follow-Up Date for Temporary Access		Date Key Returned / Access Canceled	
Issuing Manager / Superintendent	(Print)	(Signature)	Date

### Key or Access Card # 4

Key Number		Access Card Number	
Granted Access:			
Follow-Up Date for Temporary Access		Date Key Returned / Access Canceled	
Issuing Manager / Superintendent	(Print)	(Signature)	Date

### Key or Access Card # 5

Key Number		Access Card Number	
Granted Access:			
Follow-Up Date for Temporary Access		Date Key Returned / Access Canceled	
Issuing Manager / Superintendent	(Print)	(Signature)	Date

All Keys or Access cards are to be returned upon termination of volunteer service, termination of employment, or when temporary access expires.

Request of lost/stolen keys or access cards will require a replacement fee. Effective December 2017 the charge for a replacement key or access card will be:

Standard Key	\$ 15.00
Access Card	\$ 20.00
High Security Key	\$ 35.00
Lock Change	\$ 40.00 per lock