

# KEY REQUEST FORM

## Contact Info

Date		Production Name	
Requestor		Phone Number	

## Location of Work

Stage #		Room/Condo #	
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Reason for Additional key:

Recipient of new key		Title of Recipient	
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## Key Information

Key Code <small>(Stamp code on Key)</small>		Key Code <small>(Stamp code on Key)</small>	
Quantity Requested		Quantity Requested	

Key Code <small>(Stamp code on Key)</small>		Key Code <small>(Stamp code on Key)</small>	
Quantity Requested		Quantity Requested	

Key Code <small>(Stamp code on Key)</small>		Key Code <small>(Stamp code on Key)</small>	
Quantity Requested		Quantity Requested	

## Charge Information

GL/Charge Number		Detail Number	
Authorized by:		Title of Authorizer	

Additional Notes for Key Shop or Operations

Production Approval Name Printed	Production Approval Signature

*Please drop form off (Building 34 Room 103) or fax form (818-954-2414) to Studio Operations. Studio Operations if approved will send to Office Services Key Shop for processing. If additional keys are not approved a representative from Operations will contact production.*

*You are responsible for the return of all of the above listed keys. In the event any key is missing, you are responsible to replace the lock on the door to which that key is assigned at the cost of \$75 per lock. Sound Booth locks will be replaced at \$150 per any missing assigned keys.*  
**All condo keys must be returned no later than 24 hours after production's last wrap day in the stage.** Afterwards, any keys unaccounted for will be considered missing, and production will be charged to replace the lock. It is also possible that your stage will have a new occupant the day after your wrap is complete and may need keys immediately; if that occurs, you will be billed \$6 per missing key, so the incoming production can have a full complement to use until we determine whether we need to replace the locks.

\*\*\* Note without Key Shop and Operations Signature this key cannot be made\*\*\*\*

## Portions below completed by Operations and Office Services

<u>TO BE COMPLETED BY OPERATIONS</u>	Studio Operations Signature
Studio Operations Approver Print Name	

<u>TO BE COMPLETED BY OSPM KEY SHOP. only if Operations has signed above</u>	
Key Shop Employee Print Name	Key Shop Signature

Keys Delivered to Operations	Date:	Keys Delivered to Production	Date:
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