



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
School of Music

Contract for Lock Code

_____ is authorized to receive a door lock code for room _____

for: Fall _____ Spring _____ Summer _____ Winter _____
(check one and enter the year)

The student listed above, in receiving a door lock code, agrees to the following:

1. Your code should not be shared with anyone else (all codes are unique).
2. You should not allow any other person access to the room (they should have their own code).
3. You should not make changes in furniture location, equipment wiring, or software settings.
4. You should use all equipment in a responsible manner that will not harm the equipment and will not disturb others or affect material stored on the equipment.
5. Please quit, shut down, and power off properly all programs/equipment when you are finished.
6. **Be certain that the door is securely closed and locked upon exiting.**

The above student will be held responsible for any damage or theft that results from a failure to follow these guidelines.
Return this form to Capistrano 121 to receive a personalized code.

Signature – student

Date

Signature – professor

Date