



Family Caregiver Access Agreement

RESIDENT INFORMATION – completed by student

Resident Name PSU ID
Apartment Access Required One-Time Use Continued Use
Start Date End Date Start Time to End Time
Days Access Required: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

- I have read and agree to adhere to the following terms and conditions:
1. The access card and key are provided through this process is intended for use by a caregiver only, and are not permitted to be used by resident's guests.
2. Resident is responsible for submitting request for access and signing out the access card and apartment key to be used for caregiver. University Housing staff will not give access card and key directly to caregiver.
3. Access card and key will be programmed only for the time period indicated. Access is only for the resident's apartment building.
4. Resident is responsible for caregiver's actions, who must follow University Rules and Regulations as identified on the White Course Lease and are available at housing.psu.edu/rules-regulations.
5. It is against University policy to permit residents, guests, or caregivers to piggyback into University Housing facilities unless escorted by the resident. Violation of this policy can result in a referral to Residence Life.
6. The resident is responsible for reporting a lost access card and/or key to University Housing. If the Housing Office is closed, Residence Life should be contacted at 814-876-0834.
7. Access card and key must be returned to University Housing within 12 hours of the end date/time. If the Housing Office is closed, access care and key can be deposited into the Key Depository box.
8. Resident will be charged a \$3.00 per day late fee if an access card and/or key is not returned within 12 hours of end date/time. Fees will accumulate until access card and key is returned and will be charged to the resident's University account.
9. If a core change is required, the appropriate per core change fee plus the daily fee will be charged to the resident's University account. Depending upon the building, multiple cores may be impacted.
10. University Housing staff must verify the return of the access card and key.
11. A request for an access card and key will be processed within 1-2 business days.

Resident Signature Date

ACCESS INFORMATION – completed by University staff

HFS Access Card Key ID
Number Assigned number
Staff Signature Date