# ANAHEIM MARRIOTT

## MEETING ROOM RE-KEY REQUEST FORM

700 W. CONVENTION WAY, ANAHEIM, CA 92802
PHONE: 714/750-8000 FAX: 714/748-2477

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|---|---|
| ORDER DATE: | GROUP: |
| HOTEL CONTACT: | GROUP CONTACT: |

ENGINEERING USE ONLY

| INSTALL DATE/TIME | MEETING ROOM | DOORS PER ROOM | # OF KEYS ISSUED | REMOVAL DATE/TIME | KEY & CORE NUMBER | ENG # WHO INSTALLED | # KEYS RETURN |
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PAY BY : MASTER ACCOUNT CREDIT CARD CHECK

KEYS RELEASED TO FROM ENGINEERING:_____DATE:_____

- There is a $50.00 per door re-key charge and a $500.00 security deposit for core re-keying if a key issued is lost for any meeting room. When all keys are returned, the security deposit will be refunded. A lost key renders that particular set of cylinders non-secure, necessitating the re-keying of those cylinders by an outside locksmith.
- All issued keys MUST be returned to the Manager within 3 days of the removal date or the $500.00 core re-key deposit will be forfeited.

**AUTHORIZIZED SIGNATURE AGREES TO PAY APPLICABLE CHARGES AS STATED ABOVE**

**KEYS RELEASED TO:_____DATE_____KEYS RETURNED TO:_____DATE_____**