Keys can be checked out in the Main Office, located in 2125 Derring Hall. All requests must come from a faculty or staff member. Keys are not checked out to students without written approval from a faculty or staff member.

To make a key request, an authorized faculty or staff member needs to send an email to Valerie Sutherland (vsutherl@vt.edu) from their VT email account, with the following required information:

- Name (Keyholder)
- VT E-mail address (Keyholder)
- Main Phone Number (Keyholder)
- Title (Keyholder)
- Authorizing Faculty or Staff Member's Name

Students are required to return keys at the end of the semester or on the date indicated, when key is signed out.

If the key is not received by the due date, a hold will be placed on the student's account until the key is returned, or when $50 is paid. The $50 fee is non-refundable .