Summary/Purpose: The purpose of this policy is to identify the process and associated charges when a resident is locked out of his/her room and needs a staff member to provide access.

Residents are expected to keep their university ID cards and residence keys, if applicable, with them at all times. Residents who do not honor this expectation will be fined each time a housing staff member has to provide them access to their rooms.

Fines will consist of the following:
- $5 charge for a lockout at any time of day
- Charges will be added to resident’s bursar account each month
- If residents lose their university IDs, temporary access cards will be provided. Residents must return the temporary access cards by the dates specified at the time provided. Residents who fail to return temporary access cards will be charged $10 per card.

PROCEDURE

Residents who are locked out of their rooms must do the following:
- Visit the front desks of their residential facilities and request lockout service
- Show a photo ID or be checked against a photo roster to ensure identity.

Available housing staff will then be contacted and may take up to 30 minutes to arrive.

Residents will be asked to sign a receipt indicating they are aware of the charge for a lockout.