Keys

**Summary/Purpose:** This policy defines the expectations for appropriate use of residence hall room keys.

You are given your key at check-in and are responsible for keeping it with you at all times. Should you lose your key, please contact your RA immediately. A lock-change charge/fee of at least $55 will be assessed if a new key is issued. If you are locked out of your room, contact the Front Desk that serves your residence hall area or an RA in your area. You will be required to show your student I.D. to receive a loaner key. After you have checked-out a courtesy loaner key more than four times during the year, there will be a charge of at least $5 assessed to your account each additional time you need a loaner key. All loaner keys must be returned within 24 hours or your room lock will be changed, and you will be assessed a charge of at least $55. You are not permitted to duplicate University keys, and possession of more than one residence hall room key is not allowed. Additionally, you are not allowed to tamper with existing locks or to install auxiliary locks or other locking devices on room doors.