POLICIES COVERING THE ISSUE, USE, AND ACCOUNTABILITY OF KEYS TO UNIVERSITY BUILDINGS AND FACILITIES

In order to provide maximum security and afford the greatest usage of buildings on the campus, certain policies formulated by the University regarding the use and control of keys are listed below.

1. Application for keys will be made in writing to the Office of Public Safety through the Department Head listing what keys and for whom desired. Unusual requests will need to carry justification.

2. Students are not authorized to have keys except for cogent reasons. If approved, it will be only for the current quarter and key must be returned prior to end of quarter.

3. Applicant will sign for keys approved and in signing will agree to the following:
   a) That he shall use the key for which he signs and shall not turn it over to any other person for any purpose whatsoever.
   b) That no duplicate shall be made from the key so issued.
   c) That he will re-lock any and all doors unlocked by him to buildings, offices, or other facilities for which a key is issued.
   d) If a key to an outside door of a building is issued to him, he shall assume responsibility for the conduct of any and all persons whom he allows to enter the building with him and shall correct or report to the proper authority and any condition which he may observe endangering University property.
   e) That he will return all keys to the Office of Public Safety when no longer required by him.
   f) If a key is lost, notification will be made immediately to the Office of Public Safety and every effort possible made to recover the key. A replacement key will not be issued until a complete report is made and it is determined that the key cannot be recovered and providing negligence on the part of the individual is not indicated.

4. Security Personnel and other responsible officials are authorized to request identification of anyone using a key to University property. Any discrepancy in the use of keys is to be reported to the Office of Public Safety.

5. The responsibility for the proper use of keys rests with the individual who is issued the keys, and with the Department Head approving, and any departure from the above listed policies is sufficient justification to deny the individual further use of keys to University property.

6. The act of forcing a lock to University buildings and facilities without the use of the proper key will be considered a serious breach of security control. Problems with locks should be reported to the Physical Plant Director's Office.

I have read the University policy concerning the control of keys and agree to abide by same. I acknowledge receipt of the following keys:

<table>
<thead>
<tr>
<th>Building</th>
<th>Room No.</th>
<th>Key No.</th>
</tr>
</thead>
</table>

I agree to return these keys to the Office of Public Safety when no longer needed by me.

Signed: ____________________________

Date ____________________________ Title ________________

Keys returned to Office of Public Safety ____________________________ Date __________ Received by ________________