

USU Key Policy

PURPOSE

The purpose of this policy is to provide standards and guidelines for use of University Student Union building keys.

POLICY

University Student Union building keys may only be used to enter the University Student Union to carry out duties of employment or elected/appointed responsibilities. All key requests are to be approved by the Executive Director.

This policy was voted on and approved by the:
USU Board of Directors on March 5, 2015

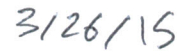
The following signature by the USU Chair verifies the approval of the USU Board of Directors:



USU Vice Chair



Signature



Date

** This policy may be amended by a two-thirds vote of the USU Board of Directors.*

PROCEDURE

- 1.0 All keys are checked out through the University Facilities Department.
- 2.0 When employment ends, all keys to the University Student Union building must be returned your supervisor by 5:00pm on the last day of employment/term.
 - 2.1 Supervisor will submit returned keys to the USU Assistant Director of Operations
 - 2.2 USU Assistant Director of Operations will submit returned keys to the University Facilities Department
- 3.0 There will be a charge of \$10.00 per key not returned/lost. There will be a charge of \$100.00 per "Master Key" not returned/lost.
- 4.0 If a key is lost, notify your supervisor immediately.
- 5.0 If an employee is in the building after hours to carry out employment duties, other individuals are not allowed to be in the building with them (including relatives and friends).
- 6.0 If an employee is working in the building after hours, they must make sure all exterior doors are locked for their safety.
- 7.0 Every person issued an office and/or master building key will be given a copy of the USU Key Policy/Procedure and sign a copy of the USU Key Agreement.



UNIVERSITY STUDENT UNION

KEY AGREEMENT

1.	
2.	
3.	
4.	

I acknowledge receipt of the above listed University Student Union key(s), as well as a copy of the USU Key Policy/Procedures.

I agree not to loan, transfer, give possession for misuse, modify or alter the assigned keys.

I further agree not to cause, allow or contribute to the making of any copies of the University Student Union keys.

I understand and agree that violation of this agreement or loss of the designated keys, due to negligence, may result in disciplinary action and or termination.

I understand that I will be charged for loss of any key(s) assigned to me, as per the USU Key Policy/Procedures, of which I have received a copy.

I understand and agree to return all keys prior to leaving my position with USU or ASI, as outlined in the USU Key Policy/Procedures.

Employee Name Print _____

Employee Name Signature _____

Organization _____ **Department** _____

Date _____