



2022-2023 Housing Keys, Lockout, and Resource Check-out Policies

You must read and agree to all terms set forth in this document as they pertain to Housing & Residential Life. In signing this document, you agree to comply with the following terms and conditions of use and acknowledge that the violation of this document may result in the termination of housing resources:

1. I understand that I am responsible for the safety and security of the mailbox key that will be issued to me by the Housing Office. At no time is the key to be loaned or given to another person and shall not be reproduced, except by the University Locksmith, with the authorization of the Director of Housing and Residential Life. I agree to report any loss or theft immediately and I agree to pay \$45 for the cost associated with key replacement. The mailbox key is to be returned to the Housing and Residential Life Office upon the termination of my contract or upon my withdrawal from the University.
2. The Housing and Residential Life key card that will be issued to me upon move-in acts as my apartment, bedroom, and gate key. I agree to report any loss or theft of this card immediately and I agree to pay for the cost associated with the replacement of this Housing key. There is a \$5 charge to replace this key and/or for keys not returned.
3. In the event that I am locked out of my assigned living quarters, I understand that Housing and Residential Life staff will not unlock my room until my identity has been confirmed by the Housing Office. After the first two lockouts, I understand that I will be charged \$5 for each additional lockout.
4. I understand and agree that I am responsible for the University resources loaned to me and I will report any loss or theft immediately to the Housing Office. I agree to reimburse the University the replacement costs associated with any resource lost, stolen, or misplaced while in my custody. I agree to return any resource within 24 hours of borrowing the item. If I do not return the resource within 24 hours of borrowing it, I understand that I will be charged \$5 per day while the resource is still in my possession and not returned to the Housing Office. I agree to return the resource in the same condition it was at the time it was checked out to me. Examples of resources available for loan: vacuum, mop, wheelbarrow, hand truck, sporting equipment, or gaming equipment.

Having read this document please return to the main Housing Application Menu and click on the box entitled "I have read and acknowledge the terms and conditions associated with my use of the Housing Keys, Lockout, and Resource Check-out Policies. I understand that violations of this agreement may result in the revocation, as well as additional charges."

