

**5.10****RESIDENCE HALL KEYS**

<b>Stonehill College Residence Life</b>	<b>Policy: Residence Hall Keys</b>	<b>Policy Number: S5.10</b>	<b>Date: July 2007</b>
		<b>Last Effective Date:</b>	<b>Date:</b>
		<b>Original Policy Number: S6.27</b>	<b>Date: January 2003</b>

All appropriate residence hall keys will be issued to students at the beginning of the Fall semester by the Residence Directors/Area Coordinators.

Students should keep their room doors locked and should carry their keys with them at all times.

Students must safeguard their keys and must not duplicate keys or lend them to another person.

Students are responsible for immediately reporting any lost or stolen keys.

Each year the Director of Residence Life, or designee, will maintain and publish procedures related to key loss on the Residence Life website.

***Procedures regarding Residence Hall Keys***

All appropriate residence hall keys will be issued to students at the beginning of the Fall semester by the Residence Directors/Area Coordinators.

Students should keep their room doors locked and should carry their keys with them at all times.

Students must safeguard their keys and must not duplicate keys or lend them to another person.

Students are responsible for immediately reporting any lost or stolen keys.

First Occurrence of Lost Keys for a student room:

If you lose your keys, you must go to the Student Accounts Office (1st Floor, Duffy Academic Center) and pay for new keys - \$10.00 per lost key. You must then bring your receipt to the Residence Life Office and receive your new keys. Should you later find your lost keys, you may bring your keys to Residence Life, and your account will be credited.

Subsequent Occurrence of Lost Keys for a student room:

If keys are lost to the same room more than once within the same academic year, a mandatory lock change will be required for safety purposes (this includes two different roommates losing their keys to the same room). If this occurs, you must go to the Student Accounts Office and pay for new keys - \$10.00 per lost key. In addition, you will be assessed a fee for the lock change of \$25.00. Charges for the lock change will be assessed to those roommate(s) responsible. You must then bring the receipt to the Residence Life Office, and they will submit a request for a lock change and new keys. Your keys will be available to you at the Residence Life Office within 24 hours. Please know that should you later find your lost keys, your account will not be credited, for the lock change will have already taken place.

Failure to return keys upon leaving the residence halls:

Failure to return your keys to Residence Life at the end of the year or when your residency is terminated will result in a fine of \$10.00 for each key and an additional fee of \$25.00 for an automatic lock change. Please know that should you later find your lost keys, your account will not be credited, for the lock change will have already taken place.

We ask that all students assist in the security of the halls by keeping exterior doors and room doors unpropped at all times. Buildings with outside doors found propped will be assessed a fine per person per occasion in order to dissuade students from jeopardizing the safety of all residents.