

Graduate Access/Key Use Issuance Policy

Updated July 2010

Once issued access/key(s), you are responsible for security of the room and its contents while the room is open during the exercise for which the access/key(s) is issued. It is your responsibility to return the room to its original condition after it's use, and to make sure it is locked when you leave. It is against Department of Music policy to loan your access/key(s) to others. You are solely responsible in returning your access/key(s) at the specified due date.

To obtain an access/key(s), complete a Key Request Form available on the Department of Music Intranet. Leave the completed form with the Facilities Manager room 177. Access/key(s) will be ready for pickup in three business days.

Key issuance guidelines:

- Graduate Music students are issued keys to provide access to rooms required for their academic work and to allow them to perform their assigned duties as Teaching and Research Assistants.
- Access/key(s) will normally be issued for the full Academic year (Fall, Winter, and Spring quarter). Exceptions would include cases where the student would complete University work and leave before the end of the Academic year. Other cases would be temporary access/key(s) use to complete a specific project.
- All classroom access/key(s) are due at the end of Spring Quarter. Continuing graduate students may renew practice room and TA office access/key(s) for the summer months.
- Graduate Music students are not required to pay a deposit. However, they may be disciplined for loss, misuse, or failure to check-in their access/key(s) when they are due or before they depart the University. Discipline may include loss of key privileges and/or fines to repair damage, replace access/key(s) and re-key locks.
- Graduate Music students may request keys by completing a Access/Key Request form may be downloaded from the intranet