

Santos Manuel Student Union  
of  
California State University, San Bernardino

**KEY/ACCESS POLICY**

**Purpose:**

The purpose of this policy is to allow controlled access to the Santos Manuel Student Union (SMSU) so as to protect assets and occupants.

**Key Check-Out Procedure:**

All keys are issued by the SMSU Executive Director or designee. A student or staff key authorization check-out card is filled out and signed by the Executive Director or designee. The ASI offices, Student Engagement offices, Orientation & First Year Experience offices, SMSU Marketing & Graphics offices, and Student Union Program Board have been equipped with an electronic keying system. Authorization for electronic keys to be issued to students must be in writing from the Executive Director or designee responsible for the areas mentioned above. An individual issued a key will sign and date the check-out card. Keys are not to be loaned or transferred to others. Any unauthorized use of keys will result in the revocation of the key privilege.

The student key authorization is valid only for a specified period of time, not to exceed the fiscal year in which the key is issued. The key must be returned to the SMSU Administrative Office by the last day of finals for the period of issue. A staff key authorization is valid for the duration of continued employment.

**Lost Keys:**

Lost keys must be reported immediately to the Executive Director or designee. The signatory agrees to pay a \$15.00 replacement fee for each lost key. Students who fail to return key(s) or pay the replacement fee will have a hold placed on their academic records. Staff who fails to return key(s) or pay the replacement fee will have a hold placed on their final paychecks.

In the event that a master key or exterior door key is lost, the person losing the key may be held liable for costs incurred in re-keying all areas accessible to the lost key.

**Duplication of Keys:**

Duplication of keys by anyone other than the Executive Director or designee or an authorized Facilities Services employee is strictly prohibited.

**Possession of Unauthorized Keys:**

Any person found to be in possession of an unauthorized key shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the Executive Director or designee.

**Locks:**

Locks on exterior doors to the building are independent of locks on interior doors. A key to an inside room or office will not open an exterior door.

Unissued Keys:

All unissued keys will remain in the safe in the Operations office. A current key inventory is maintained by the Executive Director or designee.

Key Authorization:

The Executive Director or designee, in consultation with staff, will monitor and maintain a key authorization list for usage of the facility, in compliance with the key/access policy.

Amended 4-21-16 SMSU BOD  
Amended 4-10-08 SMSU BOD  
Amended 3-8-07 SMSU BOD  
Amended 3-14-02 SUBOD  
Amended 3-8-01 SUBOD  
Amended 1-19-00 - staff title changes only  
SUBOD 4-14-94

CSUSB Recreation & Wellness  
Student Recreation & Wellness Center  
**KEY/ACCESS POLICY**

Purpose:

The purpose of the policy is to allow controlled access to the Student Recreation and Wellness Center (SRWC) and accompanying spaces in an effort to protect the assets and occupants.

Key Check-Out Approval Process:

All keys are issued by the Director of Recreation & Wellness or designee and all program areas within the Department of Recreation & Wellness are subject to following the Key check-out approval process.

- A student or staff key authorization check-out form is filled out by the requestor.
  - The form is then reviewed and signed by the Director of Recreation & Wellness or designee to allow the requestor access to check out a designated set of keys.
  - All approved forms are then submitted to the Administrative Analyst or designee to be stored in the student assistant or employee's file.
  - The approved requestor will be added to a key authorization list for usage of the facility.
    - An email communication will be sent from the Administrative Analyst to the requestor to notify them on the status of their key authorization check-out form, and provide the key box code(s) as approved.

Key check-out privileges are valid only for the period of time in which the student or staff is employed at their position and have an up to date key authorization check-out form. Any returning student assistants or former employees must restart the key check-out approval process.

Key Check-Out Procedure:

Only student assistants and employees of the Department of Recreation & Wellness with a current and approved key authorization check-out form are permitted to check out keys from the SRWC key box located within the SRWC Administrative Office. Individuals checking-out keys must use their own unique key code. All keys must be returned to the key box when not in use or at the end of a shift. Keys are not to be loaned or transferred to other individuals while they are checked out - an exception of key transfers can be made for individuals who work within Adventure Program, Leadership Challenge Center, within Intramurals/Sport Clubs, or Aquatics. Proper documentation needs to occur for all key transfers.

**Exception** Key Chain of Custody for staff that must transfer keys to another approved staff member outside of the SRWC. Documentation procedures are as follows:

- Print name and fill in all accompanying spaces completely on the "SRWC Key Transfer Form"
- Transfer keys to co-worker
- Return keys to the key box at end of shift
- Turn in form to the mailbox of the Pro Staff Supervisor or designee at the end of shift. or as otherwise directed by the Pro Staff Supervisor

Keys can be transferred in conjunction with a properly completed SRWC Key Transfer Form. Any unauthorized use of keys may result in the revocation of the key check-out privileges for the parties involved.

#### SRWC Exterior Key Box:

Select staff will have access to the exterior key box that houses a key to unlock the SRWC exterior door. This key must be immediately returned to the exterior key box after unlocking the SRWC. The password to the exterior key box will be changed when staff that have access to the key box no longer work for Recreation & Wellness.

#### Lost/Stolen Keys:

Lost keys must be reported immediately to the Director of Recreation & Wellness or designee. The signatory agrees to pay the replacement fee set by Facilities Management for each lost key. In the event that a master key or exterior door key is lost, the person losing the key may be held liable for costs incurred in re-keying all areas accessible to the lost key.

#### Duplication of Keys:

Duplication of campus issued keys by anyone other than Facilities Management is strictly prohibited.

#### Possession of Unauthorized Keys:

Any person found to be in possession of an unauthorized key shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the Director of Recreation & Wellness or designee.

#### Locks:

Locks on exterior doors to the building may be independent of locks on interior doors. A key to an inside room or office will not always open an exterior door.

#### Unissued Keys:

All unissued keys will remain in a secure location outside the key boxes and are not to be mixed with the key sets within the key box or exterior key box.

#### Key Authorization:

The Director of Recreation & Wellness or designee, in consultation with staff, will monitor and maintain a key authorization list for usage of the facility, in compliance with the key/access policy.