

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 Executive Director of the SMSU 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 have been equipped with an electronic keying system. Authorization for electronic keys to be issued to ASI students must be in writing from the ASI Executive Director. 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/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.

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.

Un-issued Keys:

All un-issued 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, in consultation with staff, will monitor and maintain a key authorization list for usage of the facility, in compliance with the key/access policy.

SUBOD 4-14-94

Amended 1-19-00 - staff title changes only

Amended 3-8-01 SUBOD

Amended 3-14-02 SUBOD

Amended 3-8-07 SMSU BOD

Amended 4-10-08 SMSU BOD

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