

For those users who have access to office and storage space in Washington Hall, please observe the following:

- Keys are available through a lock box accessed by ID swipe card in the vestibule on the east side of the building, through Door C.
- Access to this box is programmable, with individual access rights determined by hall management and club advisors.
- All requests for access must be submitted by a club advisor on the appropriate form, available on the website. All other requests will be denied.
- Requests for access must be submitted on a yearly basis. All users are removed from the system at the end of each academic year.
- Students should make individual appointments with the hall staff for key box operation and system instruction.
- Keys must be returned by the user who removed them from the Key Box.
- Keys must be returned immediately upon use, so that other storage users may have access to shared spaces.
- Keys should never be taken from the building.
- If a key is out overnight or lost, the sponsoring department or group will be charged for any incurred costs to replace the lock, key, etc.
 - This may also impair the ability of another user to access the space involved.
- Three violations of the Key Policy by an individual will result in the permanent loss of key privileges for that individual.
- Access to the spaces over university breaks is available only by special request and dependent on the hall's schedule.
- Please report any problems with the system to Washington Hall staff so they may be dealt with in a timely manner.

Please note:

- Access requests require at least two business days to enter the system.
- Access is available M-F 9am-11pm and weekends as posted, during the school year.