

## Key Box Access Policy

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

- Keys are available through a key box accessed by ID swipe card in the vestibule on the east side of the building, inside Door C.
- Access to this box is programmable, with individual access rights determined by hall management and club advisors.
- Requests for access must be submitted by the club advisor or Officer 1 listed in SAO 360, on the appropriate form, available on the [website](#).
  - Students must have a faculty / staff advisor to request access.
  - The advisor or Officer 1 must submit all forms. All other requests will be denied.
- When necessary, students will need to make individual appointments with the hall staff to receive instructions on how to operate the system.
- Keys should never be taken away 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.
- Keys must be returned at the end of use, so other storage users may have access to spaces.
- The user who removed the keys from the Key Box must be the person to return the keys.
- Access to the spaces over University breaks is available only by special request and dependent on the Hall's schedule.
- At the end of the school year, all users are removed from the system and must be resubmitted for access the following year if returning.
- Please report any problems with the system to Washington Hall staff so they may be dealt with in a timely manner.
- Three violations of the Key Policy by an individual will result in the permanent loss of key privileges for that individual.

### **Please note:**

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

### **Contact Information:**

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