

KEY AND CARD SWIPE SYSTEM POLICY

I. NAME

This document shall be called the Key and Card Swipe System Policy.

II. PURPOSE

This policy is, and will be in effect to establish the guidelines for access to Associated Students (AS) buildings and facilities either through issuance of keys or card access, and to establish a system for issuance of keys and/or card access.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Facilities Committee (ASFC) and the AS Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 vote of the ASFC and reported to the AS BOD.

V. GUIDELINES

- A. All requests for access to AS buildings and facilities shall be made to the Executive Director or their designee in writing. The intent of this policy is that access be issued only on a strict "need to have" basis and only for the areas necessary to perform assigned job responsibilities. The interpretation of need will be made on an individual basis by the Unit Manager and Executive Director or their designee.
- B. All students shall make a \$5 deposit prior to the issue of any keys. Any and all loss of keys shall result in the forfeiture of the key deposit. The deposit shall be refunded when the key is returned and signature forms are completed. If key(s) or I.D. card are lost, the Executive Director or their designee shall be notified immediately. Access shall be surrendered at the end of the term of office or when the position/job is terminated.
- C. Loaning of keys or I.D. card is prohibited. Any abuse of the privilege of having keys or system access may result in cancellation of such privileges, as determined by the Executive Director or their designee.
- D. No one shall be in an AS building or facility after hours unless they have been granted authorized access. Others may be present only if they are accompanied at all times by someone who has authorized access and who will be responsible for their actions.

Approved BOD: 12/9/88
Clean-up Changes: Summer 1999
Revisions approved BMUC: 2/20/13
Reported to BOD: 3/4/13
Revisions Approved BMUC: 2/6/18
Reported to BOD: 2/7/18
Summer 2022 Cleanup