

Undergraduate Key Use / Issuance Policy

September 2007

Once issued a key(s), you are responsible for security of the room and its contents while the room is open during the exercise for which the key(s) is issued. It is your responsibility to return the room to its original condition after it's use, and to make sure it is locked when you leave. It is against Department of Music policy to loan your key(s) to others. You are solely responsible in returning your key(s) at the specified due date.

To obtain a key(s), complete a Key Request Form available at Mandeville 121 or on the Department of Music Intranet (<http://music-intranet.ucsd.edu/#forms>). Leave the completed form with the Production Coordinator. Key(s) will be ready for pickup in one to two business days.

Key issuance guidelines:

- Undergraduate Music students are normally only eligible for keys to the instrument locker room and practice rooms. There are circumstances delineated by separate practice policies that allow Undergraduates access to classrooms and other spaces.
- Locker and practice room keys are normally issued for the full Academic year (Fall, Winter, and Spring quarter). Exceptions would include cases where the student would complete University work and leave before the end of the Academic year. Other cases would be temporary key use to complete a specific project. For class associated issued key(s), they are due on the Friday of tenth (10) week of the quarter issued.
- All Department of Music keys are due by the end of Spring Quarter.
- Undergraduate students may request Summer Session access to practice rooms after attaining authorization from a Music faculty member.
- Undergraduates are required to pay a \$10.00 deposit, checks payable to UC Regents. Loss, misuse, or failure to return key(s) when due or before departing the University may result in loss of key use privileges, forfeit of key deposit, and reimbursing the Music Department for damages, replacing and re-key locks. Failure to return key(s) after 11 days from due date may result in a notice to the UCSD BURSARS office to HOLD REGISTRATION.
- Undergraduate Music students may request keys by completing a Key Request Form outside Mandeville 121. A hardcopy of the request form may be downloaded at <http://music-intranet.ucsd.edu/#forms>. Requests must be authorized by the Department of Music academic affairs. Non-music majors must have Faculty authorization as well as Department of Music academic affairs authorization.