

Graduate Key Use / Issuance Policy

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:

- Graduate Music students are issued keys to provide access to rooms required for their academic work and to allow them to perform their assigned duties as Teaching and Research Assistants.
- Keys will normally be 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.
- All classroom keys are due at the end of Spring Quarter. Continuing graduate students may renew practice room and TA office keys for the summer months.
- Graduate Music students are not required to pay a deposit. However, they may be disciplined for loss, misuse, or failure to check-in their keys when they are due or before they depart the University. Discipline may include loss of key privileges and/or fines to repair damage, replace keys and re-key locks.
- Graduate Music students may request keys by completing a Key Request Form. A hardcopy of the request form may be downloaded at <http://music-intranet.ucsd.edu/#forms>.