General Key Use / Issuance Policy 2.1 September 2004

Once issued a key(s), you are responsible for security of the room and its contents while the room is open due to the exercise of the issued key(s). You are charged to return the room back to its original condition after it’s use, and responsible to make sure it is locked when you leave. It is against Music Department 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. Drop in slot in door or give to Production Coordinator. Key(s) will be ready for pickup the following business day.

GRADUATE STUDENTS:

• Graduate 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.

• Graduate students are not required to pay the $10.00 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 and re-key locks.

• Graduate 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.
**UNDERGRADUATE STUDENTS:**

- Undergraduate 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.

- 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.

- Graduate 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](http://music-intranet.ucsd.edu/#forms). Requests must be authorized by the Department of Music. Non-music majors must have Faculty signature as well as Department of Music authorization.