

AUBURN UNIVERSITY

RESIDENCE HALL KEY AND HALL ACCESS POLICY

I. POLICY STATEMENT

This policy provides rules related to keys and gaining access to University operated residence halls.

II. POLICY PRINCIPLES

A. Keys

1. **Additional locks.** The addition of locks to room/suite doors, closets, or any other University property is prohibited.
2. **Duplication.** All keys and access cards (a.k.a., TigerCard) are the property of Auburn University. Any duplication of University keys is strictly prohibited.
3. **Loaning.** Residents are prohibited from giving and/or loaning their keys or TigerCard to anyone for any reason.
4. **Lockouts.** Residents are expected to carry their keys with them at all times. Lockouts due to not reporting a lost key or choosing not to carry one's key is prohibited. Residents may be asked to show their key to staff assisting with the lock out. Residents with more than three lock outs per semester or who are unable to show their keys to staff will be referred to Residence Life staff.
5. **Returning.** Any student vacating a residence hall for any reason — including but not limited to withdrawal from the University, moving to a different residence hall, and moving out at the end of the academic year— must return all keys upon vacating the room/suite.

B. Hall Access

6. **Door propping.** Propping doors to or within the residence hall is prohibited.
7. **Gaining access.** Gaining access to the residence halls by any means other than through a door with card access is prohibited.
8. **Roofs.** Residents are prohibited from entering onto residence hall roofs, porch roofs, window or other ledges, and roofs in breezeways for any purpose, except in case of an emergency.
9. **Unauthorized.** Allowing anyone other than a resident of the residence hall or a personal guest to gain entry to the residence hall is prohibited.
10. **Windows.** The use of a window as an entrance is prohibited. The use of a window as an exit is prohibited, except in case of an emergency.

III. EFFECTIVE DATE

August 4, 2014

IV. APPLICABILITY

All persons living in Auburn University operated housing

V. POLICY MANAGEMENT

Responsible Office: *Property Management, Housing, Residence Life*

Responsible Executive: *Directors of Property Management, Housing, and Residence Life*

Responsible Officer: *Directors of Property Management, Housing, and Residence Life*

VI. DEFINITIONS

TigerCard is the official Auburn University Student or Faculty/Staff ID card.

VII. POLICY PROCEDURES

VIII. SANCTIONS

1. Residents who do not return their key at the time they vacate the residence hall will be charged for a lock change.
2. Residents who add additional locks to University property will be charged for removal of the lock, as well as any damages.
3. After the 15th class day of each semester, residents will be charged \$25 each time they request lock out assistance.
4. Residents with more than three lock outs per semester or who are unable to show their keys to staff will be referred to Residence Life staff.
5. Residents who allow an unauthorized person to enter a residence hall, including by use of the resident's TigerCard or key, may be held responsible for the actions of that person and will be referred to Residence Life staff.

IX. EXCLUSIONS

None

X. INTERPRETATION

Directors of Property Management, Housing, and Residence Life