



KEY ISSUE POLICY FOR STUDENTS

1. Regular 4th floor practice room keys may **ONLY** be issued to current Sac State music majors and minors, and registered students participating in our performance ensembles. Velocity (FOB) keys for exterior entrances may **ONLY** be issued to BM and MM students. Any other keys must be approved in writing (email preferable) by a faculty or staff member before a key issue form will be created.
2. You are responsible for proper use of your key(s), which includes locking/closing up room(s) after use, not propping doors open, and not loaning or giving your key(s) to anyone, not losing your key(s).
3. Keys must be **returned** to the key issue office once you are no longer an enrolled student in the School of Music, or whenever requested by a faculty or staff member. The key issue office will give you a receipt for returned keys – the receipt **MUST be returned to the School of Music** (Capistrano 121) for your record to be cleared.
4. At the end of each semester, if you are returning to the School of Music in the following semester, you must **renew** your key(s) **in writing** (to Capistrano 121, or email gdisney@csus.edu). *Include your full name and number of key(s) you have, and whether you have a FOB.*
5. Failure to renew or return your key as outlined above will result in a hold being placed on your academic record
6. Remember that University facilities may only be used for your personal practice as related to your studies here. University facilities should not be used for personal projects or personal gain (teaching private students, for example). Violations of this will result in loss of key privileges.
7. Lost keys will be charged by the university at a rate of \$50 per hard key/ \$25 per velocity (FOB) key. New keys cannot be issued until lost keys are paid for. Anyone losing key(s) more than once will be ineligible to check out new keys. Forms for lost keys are available in Capistrano 121.