

Policy and Procedure

Department: Residential Life and Housing and Auxiliary Services	Section: Living at Creighton
Title: Lockout Keys/Cards	Effective Date:
Authored by:	Approval Date:
Approved by:	Revision Date:
Type: Residential Student Policy	

Purpose: Outline student responsibilities regarding the proper and safe usage of keys and student ID cards in the Residence Halls.

Scope: This policy and procedure applies to all students living in the residence halls, and outlines the responsible usage and possession of all types of keys/cards used in the residence halls, including, but not limited to apartment keys/cards, bedroom keys/cards, mailbox keys, and lockout keys/cards.

Policy: Students living in any residence hall will receive one key/card to their room that they are responsible for during their entire stay in that hall.

- Duplication of any residence hall key/card is strictly prohibited.
- Unauthorized possession or use of University residence hall keys/cards is strictly prohibited.
- Student IDs are required for each student to enter their residence hall at all times;
- Opus/Davis residents will use their student ID cards to enter their apartments.
- Students are not permitted to attempt to check out the lockout card/key for any other student.

Procedure: Students may check out a lockout key/card to their room at any time. Upon arrival to the building, each resident signs a “lockout key/card policy and procedure” card, which outlines the lockout procedure and associated fines. To check out a lockout key/card, the student must present valid Creighton ID to the desk receptionist; if the ID is locked in the room, the student should provide their netID and other identifying information as requested by the desk receptionist.

If a student does not have their student ID to enter their assigned residence hall, they must check in with the desk receptionist to gain access to the building. Students will receive two “free” building lock-outs, after which they will be fined \$1.00 per building lockout.

If a room key/card is lost, students are required to report this to the front desk of their residence hall and have the key/card replaced; the charge for this service is \$45.00, except in Heider and McGloin where the charge is \$90.00.

Policy and Procedure

Lost mailbox keys should also be reported and charged at a cost of \$15.00 to the resident.

Bent keys/cards should also be reported to the front desk; bent keys/cards will be swapped for the lockout key/card and replaced at no cost to the student.

Broken keys/cards should be turned into the front desk, and will be replaced at a cost of \$10.00 to the student.

The fee for checking out a lockout key is \$1.00 per lockout instance. Keys/cards must be returned to the front desk within an hour. Keys/cards that are not returned within 24 hours result in a \$5.00 fine. Keys/cards that are checked out for longer than 24 hours are considered lost, and orders for a replacement will be made.

In Opus/Davis, the student's Creighton ID will serve as their apartment key/card. Actual keys can be provided for each individual bedroom in an apartment. Lockout cards as well as lockout bedroom keys can also be obtained at the front desk of Opus or Davis, following the same procedure as outlined above. There is a \$5.00 fee for checking out a lockout card and a \$20.00 fine for failure to return the lockout card within an hour. If an ID card is lost and replaced by the student, they should contact the Apartment Coordinator to ensure that the card is properly activated to grant them access to the building and their apartment.

Accountability/Follow-up: Unauthorized or irresponsible possession or usage of University residence hall cards and keys will result in behavioral misconduct action through the Office of Community Standards and Wellbeing.