

## Key Check-Out Policy

The key(s) issued to you during your check-in process and the loaner keys throughout the year are for your personal use only. Your key(s) is not to be loaned to other people under any circumstances. The keys are the property of the University of Wisconsin-Madison and cannot be copied. For security purposes, keep your door locked when sleeping or when leaving the room. You are responsible for returning the key(s) to the Hall Desk upon checking out of your room. Failure to do so will result in a charge for a lock change.

A loaner key is available at the Hall Desk during business hours. Loaner keys are issued only to residents of the room who present proper identification. Loaner keys are not to be loaned to another person. Failure to return a loaner key by noon four days after it is issued will result in a lock change at the resident's expense. **Students will receive 2 free loaner keys per semester, but after the second loaner key/lockout each semester, the student will be billed \$10.00 per occurrence.**

**When a room key is lost or not returned on time, the lock is automatically changed. Residents who lose or fail to return their key will be billed \$50.00 for the core change.**