

Viking Union/Student Activities/Associated Students
Policies & Procedures

**Viking Union
KEY ISSUANCE**

The Viking Union is charged with the responsibility for providing access to its facilities for students, employees, and the general public. These policies are designed to provide necessary access while preserving the security of the facility, its occupants, and its contents.

A. ELIGIBILITY

1. Viking Union personnel, Associated Students' personnel, and persons using reserved or leased space may be issued keys giving access to Viking Union facilities, as determined by the Director of Viking Union Facilities.
2. Keys providing exterior door access will be issued by the Viking Union Administration and returned there upon termination of that person's position/contract/etc.

B. ASSIGNMENT

1. Keys will be issued to Associated Students program coordinators, Viking Union student support staff, and other student staff determined to be in need of office/area and/or building access for the term of their employment.
 - a. A refundable deposit of \$25.00, will be required from each student employee. Exceptions may be made by the Director of Viking Union Facilities. These keys must be turned in to the Viking Union Administration Office upon termination from Associated Students/Viking Union employment or obligation.
 - b. Keys allowing access to student offices will be temporarily issued to those persons listed on the Associated Students Registration Form as having access to a program's/club's/support function's office, in exchange for a currently valid student identification card, driver's license, or other identification. These keys must be returned immediately to the Viking Union Administration Office upon unlocking the door in question.
 - c. Key rings for VU student support staff must be kept in designated key boxes when not in use for official work functions. Appropriate identification must be placed in key boxes in exchange for key rings. Violation of this requirement may result in termination of employment.

2. Exterior door keys will be issued to full-time and cyclic-year staff by the Viking Union Administration. Key box keys and key rings will be issued by the Viking Union for the duration of employment.
3. Full-time and cyclic-year staff key rings should be returned to the appropriate key boxes at the end of each working day.

C. GENERAL

1. Lost keys should be reported immediately to the Viking Union Administration Office. A charge equal to the cost of replacing the key(s) or rekeying the lock will be levied.
2. Keys are issued on an individual basis and should never be loaned to another person or employee or used to allow another person or employee to gain access to the building.
2. Keys should never be passed on to another person. It is the responsibility of the person originally issued the key(s) to return that key(s) for reissuance by the Viking Union Administration Office.
3. It is the policy of the Viking Union Administration to limit long-term key issuances as much as possible, so as to maximize personal and building security. To that end, the Viking Union Administration reserves the right to deny key issuance if deemed appropriate by the Director of Viking Union Facilities.

Interpretation and Enforcement: VU Administration

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Approved By: Viking Union Administration

Date Approved: 1987, 06/05/91, 2/25/05

Organization: Viking Union/Student Activities