

Residence Hall Lockout Procedures

Students are expected to carry their room keys with them at all times. If a student gets locked out of his or her room, a member of the Residence Life Staff can grant the student access to the room by use of an area master key. In these instances, residents who are locked out should find any available Resident Assistant (RA) in the building or area for assistance. After 8:00pm, residents who are locked out should find the RA on Duty. In the event that a resident cannot locate an RA or is locked out after 10:00pm on weeknights (Sunday-Thursday) or 1:00am on weekends (Friday-Saturday), he or she should contact Campus Police.

Each resident will be allowed one “free” lockout per academic year. For every occurrence thereafter, the resident will be charged a \$2.00 lockout fee to be paid to the RA prior to being given access to the room.

In the event that a resident does not have \$2.00 at the time of the lockout, the RA will inform the Residence Director/Area Coordinator of the area. Students who accumulate multiple unpaid lockout fees may face disciplinary action.

Monies collected from lockout fees will be used for ongoing staff development and training.