

## **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. At all times in these instances, residents who are locked out should find any available Resident Assistant (RA) in the building or area for assistance.

During business hours (M-F 8:30am-4:30pm) if a Resident can't locate a Resident Assistant, they must sign out a key from the Residence Life Office and return it once they have gotten into their room, or by the end of the next business day. A Hillcard or photo identification must be displayed to obtain a key from the main office. Please note that failure to return the key will result in a \$25.00 charge for a new key.

After 8:00pm, residents who are locked out should find the RA on Duty. In the event that a resident cannot locate a RA or is locked out between the hours of 4:30pm-8:00pm on a weekday, after 10:00pm on weeknights (Sunday-Thursday) or 1:00am on weekends (Friday-Saturday), he or she should contact Campus Police.

Students will not be charged a fee for obtaining a temporary key from the Residence Life office during business hours. **Residents will however, be charged \$5.00 for each lock out administered by a residence hall staff member in the halls.** This is expected to be paid in cash form to the Residence Life office within one week of the lockout. Notification will be sent via email to alert students if their payment is overdue. If payment is not received as requested, the amount owed will double and notification will be sent again via email. Failure to pay after two notifications will result in a hearing.