

KEY POLICY

Amended February 2008

Article 1: Administration of key

- 1.1 as of May 1st every year, the VP Clubs and Administration shall take the responsibility along with the EUS Administrative Manager to
 - 1.1.1 Organize key inventory binder on or before May 1st
 - 1.1.2 Collect all keys that were on loan from the preceding year.
 - 1.1.3 Have new keys made and a full set ready for distribution on or before May 1st.
 - 1.1.4 Distribute the executive keys
 - 1.1.5 Contact new committees to distribute keys and collect deposits for the keys.
 - 1.1.6 Ensure that a duplicate of every key is kept in the safe.
 - 1.1.7 Maintain keys and control key lending throughout the year.

Article 2: Key Lending

- 2.1 EUS execs are required to sign out any keys that is borrowed for a period greater than 24 hours
- 2.2 For short term key lending up to a maximum of one week, the borrower must leave either a student ID or a \$25 refundable deposit. The keys must also be signed out.
 - 2.2.1 Keys may be lent out as a set (e.g. Blues Pub) and a ID or \$25 deposit is sufficient for the set.
 - 2.2.2 All execs will have authorization for short term key lending, but must make sure the guidelines are followed
- 2.3 Member needing to borrow keys for either the semester or year shall have to fill a sheet signed by the borrower and the VP Admin or administrative manager. A deposit will also be required
- 2.4 For EUS Exec and long term key lending, a a flat fee of \$25 is required and is refundable upon the return of the keys.
 - 2.4.1 The borrower is financially responsible for the keys they borrow at a rate of \$25 a key, to a maximum of \$100. After replacement of the keys, they may borrow them again, if need be, upon leaving a new deposit.
- 2.5 For short term key lending, the member is still financially responsible at the same rate of \$25 a key to a maximum of \$100. In the case where the student leaves their ID, the ID will not be returned under any circumstances unless the replacement fee is paid.
- 2.6 Keys may be revoked at the discretion of the EUS Executive Committee, with the deposit returned.