

KEYS

Members requiring access to UUCA facilities beyond office hours may request a key from the UUCA office. A fee of \$5 is required.

In receiving a key, recipients covenant to:

- pick up and sign for their key in person,
- maintain building security to the best of their ability,
- not copy or share their key with others,
- return their key when the purpose for issuance is complete.

Use of keys and the terms of their use by others will be at the discretion of the Director of Administration.

| Revision History | |
|--|--------------------------------|
| Responsible Staff Member: Director of Administration | |
| Date | Description of revision |
| February 2016 | Created |
| December 2018 | \$5 deposit changed to fee |
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