Policies and Procedures Manual

Title: Hogan Center - Student Office Keys Policy
Policy Administrator: Director of Auxiliary Services
Effective Date: 1/4/2010
Approved by: Director of Auxiliary Services

Purpose:
This document is intended to inform the College community of the policies regarding the signing out of Hogan Campus Center student office keys from the Copy/Business and Information Center.

Policy:
1.0 Signing out Keys
All Hogan Campus Center student office keys are to be signed out from the Hogan Copy/Business and Information Center.

2.0 Approval to Take out Keys
Any student signing out keys must be on the approval list for that particular group’s office. To be placed on the approval list a student must contact the group’s chair and the chair must contact the Copy/Business and Information Center with any additions to the original list.

Procedures:
1.0 Present College ID
Any student signing out keys must present a current Holy Cross ID. The ID will be retained in the Hogan Copy/Business and Information Center until the student returns the key.

2.0 Returning Keys After Hours
If a student returns a key after the Hogan Copy/Business and Information Center is closed, they must have a building supervisor paged through the Hogan Lobby Shop. The building supervisor will meet them at the Hogan Copy/Business and Information Center.
Center, take the key from them and return their ID. All keys must be returned before the building closes; 1:00am Monday through Thursday, 2:00am Friday and Saturday.

**Forms:**

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Policy # 320000-003  
Date of Last Review 4/18/2012