



## Policies and Procedures Manual

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

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### **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, 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:**

Title
URL
Title
URL

**Related Information:**

Title
URL
Title
URL

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