



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Residence Hall Key Issuance Policy

Policy 6.04

Volume 6 Enrollment &
Student Services
Chapter 04 Residence Hall Key
Issuance Policy
Responsible Office: Residence Life
Originally issued: August 1, 1968
Revised: June 13, 2008

Policy Statement

Maximum security keys are issued to students assigned to Medical College of Georgia residence hall facilities by Medical College of Georgia Division of Public Safety prior to check-in. If a key is lost or stolen, students are instructed to contact the Division of Public Safety so that the lock cylinder can be changed. Students are responsible for the total cost of changing locks. There is a replacement fee of \$50.00 per key. Keys may not be duplicated by students.

Reason For Policy

Safety of students and protection of their belongings are an important concern of the Medical College of Georgia. The appropriate management of keys to residence halls at the Medical College of Georgia is one way to protect students living in the residence halls. This policy describes how keys are issued and procedures to follow if a key to a residence hall is lost.

Entities Affected By This Policy

All students at the Medical College of Georgia living in campus housing are affected by this policy.

Who Should Read This Policy

Students who choose to contract for an assignment in Medical College of Georgia residence halls should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Director, Residence Life	706.721.3471	residencelife@mcg.edu http://www.mcg.edu/students/affairs/housing/index.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p604.pdf>

Related Documents

Residence Life Housing Agreement: available through Office of Residence Life

Overview

Maximum security keys are issued to students assigned to Medical College of Georgia residence hall facilities by Medical College of Georgia Division of Public Safety prior to check-in. If a key is lost or stolen, students are instructed to contact the Division of Public Safety so that the lock cylinder can be changed. Students are responsible for the total cost of changing locks. There is a replacement fee of \$50.00 per key. Keys may not be duplicated by students.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 6.04, Residence Hall Key Issuance Policy, are:

Division of Public Safety	Issue keys to students who have signed a contract (Residence Life Housing Agreement) to live in a Medical College of Georgia residence hall. Change lock cylinders upon request when a key is lost or stolen.
Student living in Medical College of Georgia residence hall	Maintain possession of key to residence hall. Pay appropriate fee if key is lost or stolen.