

# **Scheduling Facilities and Keys to Facilities**

## **I. Scheduling Facilities**

The President is authorized to develop procedures for scheduling College facilities for classroom and laboratory space for instructional purposes and rooms/facilities for non-instructional purposes.

## **Keys to Facilities**

The President, Vice Presidents, Maintenance Supervisors and security personnel will be issued master keys for all facilities on the campus. Other employees will be issued keys, as needed, for individual offices, shops, classrooms, storage areas and laboratories.

No keys may be duplicated. If an individual loses a key, s/he must immediately report the lost key to their immediate supervisor. Replacement of lost keys are requested through the employee access form. When an employee is leaving College employment, all keys must be returned in order to complete the employee's exit procedure.

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