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| **UPEI Student Union** | **Policy No.**  UPEISU10 | | **Revision No.**  5 |
| **Policy Title:**  Student Centre Keys | | | **Page:**  1 of 2 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  December 6th, 2020 | | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | | **Responsibility:**  General Manager | |

1. **Authorization and Distribution of Keys** 
   1. Permanent Usage
      1. UPEI Student Centre keys needed for the duration of term of UPEI SU staff and Executive are to be issued by, UPEI Security as required.
      2. These keys are to be returned to the UPEI Security Department at the end of the term.
      3. Final paycheques will not be issued until keys are returned
   2. Lost or Stolen Keys
      1. Lost or stolen keys should be immediately reported to both the UPEI SU Administrative Manager and UPEI Security.
      2. In the event of lost or stolen keys, the Student Centre locks shall be immediately replaced and new key compositions issued.
   3. Responsibility
      1. Those individuals who have been assigned keys are responsible for their whereabouts and use at all times.
      2. Keys are not to be loaned to any individual for any period of time.
      3. Key privileges can be revoked for violation of this policy at the discretion of the Executive Committee.
   4. Distribution
      1. Keys are to be distributed on an annual basis and distribution is subject to the approval of the Executive Committee on the recommendation of the applicable supervisor.
      2. List of Distribution
         1. General Manager: BD, BB, AA2, BG9, AA1, BH2, Reception Cage,
         2. Fox & Crow Manager: BB, BD, AA2, BG6, A3, BG2, AA1, Other Applicable Fox and Crow Keys,
         3. Administrative Manager: AA2, BB, AA1, BD, BG9, BH2, Cash Register, Reception Cage, key card access 24 hours
         4. President: AA1, AA2, BD, BB, , Reception Cage, key card access 24 hours

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* + - 1. Vice President Finance: AA1, AA2, BD, key card access 24 hours
      2. Manager of Communications & Marketing: AA1, AA2, BD, key card access 24 hours
      3. Vice President Academic & External: AA1, AA2, BD, Reception Cage, key card access 24 hours
      4. Vice President Student Life: BD, BG10, AA1, AA2, BB, Reception Cage, key card access 24 hours
      5. Student Office Assistant BD3, BD4, BD11 reception gate Key, key card access 8am-8pm