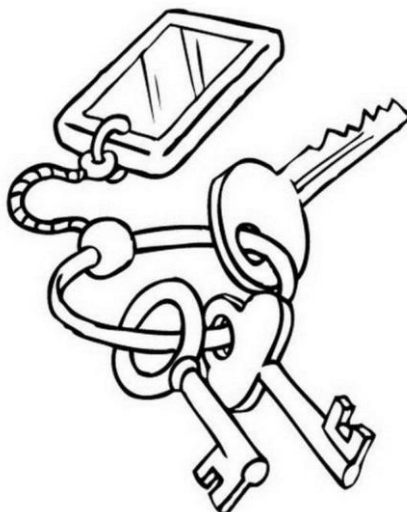


# JACOBS SCHOOL OF MUSIC KEY POLICY



## **OPERATIONS OFFICE**

**Simon Music Building**

**Room C-039**

**Ground floor on the west side**

## **KEY PICK UP DAYS AND HOURS**

Monday to Friday

1:30 pm to 4:30 pm

## **CONTACT INFORMATION**

Email: [somfac@indiana.edu](mailto:somfac@indiana.edu)

Phone number: 812-855-1517

Jacobs School of Music takes pride in allowing our students to have the necessary access to various practice rooms, studio offices, labs and other locations so they can get the best experience and education that we can offer. To allow access to these areas, it requires assistance from everyone to make sure that all the rooms within each of the Jacobs School of Music buildings stay secure. As they say, "It takes a village to make things happen here at Jacobs School of Music to ensure it is a fun and safe place for all of us."

To help ensure the security of our buildings within Jacobs School of Music has a key policy that must be followed to avoid having key privileges removed and/or pay a key fine.

### **Key and Room Security:**

- Do not share or loan out any of your keys to someone else. The university views this as a security breach that can be costly to not only the person who was assigned the key to that room, but to Jacobs School of Music as well if something is stolen, broken or damaged.
- Do not let anyone in the room even if that person says he or she forgot their key. That person may not have authorization to go into that room. Have the person come to the Operations Office so we can verify their authorization and assign them a temporary key if authorization is confirmed. It is not your responsibility to know who does and who doesn't have room authorization.
- When leaving a room, make sure the door is locked behind you. If there is a problem with the door lock, immediately report the problem to the Jacobs Facilities Office by sending an email to [somfac@indiana.edu](mailto:somfac@indiana.edu) and including the building and room number so it can be repaired.
- Do not leave doors propped open. This is just asking for someone to just walk in, take something or damage something. If you accidentally locked yourself out the room, come to the Operations Office so that we can verify authorization and assign you a temp key for you to get back into the room. We are all human and accidents will happen from time to time.

### **Key Authorizations:**

Key authorizations can only be authorized by professors, staff members and administrator directors. AI / GA students do not have key authorization.

Key authorizations must be submitted in an email to the Jacobs Facilities Office at [somfac@indiana.edu](mailto:somfac@indiana.edu) Text messages will not work for key authorization.

Key authorizations must include the person's name, building, room number and how long they will need the key(s).

### **Key Contract and Pick Up Hours**

You can pick up your key(s) between the hours of 1:40 to 4:30 pm, Monday through Friday. You will need to have your student ID number and IU Crimson Card with you at the time of pick up.

At the time of the key(s) pick up, you will be asked to sign a key contract agreeing that you will accept full responsibility for the key(s) that have been assigned to you. This includes making sure the key(s) are returned on time and your bursar account charged for any key fees that may have occurred.

### **Temporary Key Contract**

A temporary key assignment card is like a key contract; however, it is used when someone is assigned a key that will be used for less than two weeks. Like the key contract, you will be asked to sign the temporary key card and accept responsibility of returning the key(s) on time. If the key is not returned on time, the late fee is \$5.00 per key for each day the key(s) are not returned on time.

### **Key Return Due Date and Key Return Drop Box**

All keys must be returned either on or before the written key return due date on your key contract. Our office only has so many keys for each room that can be assigned, so it is important the keys are returned on time. Keys can be either returned in person or by using the key return drop box.

While I may send out a reminder email, it is ultimately your responsibility to remember your key return due dates since it is you who signed the key contract. If you have any questions about when your keys are due, do not hesitate to contact me by sending an email to [somfac@indiana.edu](mailto:somfac@indiana.edu).

### **To Return Key in Person**

Simon Music Building  
Operations Office  
Room C-039  
Located on the ground floor – west side of the building.

Office hours:  
Monday – Friday  
9:30 am – 12:00 pm  
1:00 pm – 5:00 pm  
Closed for lunch 12:00 pm – 1:00 pm

### **To Return Key by using the Drop Box**

Simon Music Building  
Operations Office  
Room C-041

Located on the ground floor – west side of the building.

\*\* If the entry door closest to the office is locked, you can still access the building by using the entry door closest to Sweeney Hall. Go past Sweeney Hall, down the hallway and turn right. Go through the wooden double doors on the right just past the restrooms. The drop-off box will be in room C041.

- Place the keys inside the envelopes and pens that have been provided and write your name and university ID on the envelopes before placing the envelope inside the box.

### **Late and Lost Key Fees**

#### **Late Key Fee**

All keys must be returned on or before the return due date that is written on your key contract. Any key(s) that are not returned on or before the return due date will be charged \$30.00 per key.

\*\* If you need to continue to use your key(s) beyond the return due date, an email must be received prior to the return due date from your professor, staff member or administrator director to the Operations Office at [somfac@indiana.edu](mailto:somfac@indiana.edu).

\*\* Without the authorization email received to my office prior to the due date, you will still be charged a late fee. This is the only means of record keeping and communication that our office has of knowing what is happening.

\*\* If an authorization has been received to extend your key return due date, you must stop by the Operations Office before or on the original return due date to sign your key contract with the new extended due date. Bring all your assigned keys and Crimson Card with you. If you wait until after the original the return key due date to sign your contract, you will be charged a late fee. No exceptions.

**\*\*See back for Lost Key Fee Charges\*\***

## **LOST KEY FEE**

For each key that is not returned within the 30 days of the original return due date, those keys will be considered as lost. The replacement cost of each key is as follows:

- **\$60.00 for each key that is a non-specialized room**
- **\$150.00 for each key that is considered a specialized room**
  - Specialized Room are the following:
    - Any 1PY-\*\* key that can access the lock piano practice rooms that is managed by the Music Scheduling Office.
    - 1PH-3 key that can access the harpsichord practice rooms.
    - 1BH-6 key that can access the harp practice rooms.
    - 1BN-6 key that can access the organ practice rooms.
    - 3AR-2 key that can access the Joshi Studio rooms.
    - Audio key set – the set contains the following 5 keys. Each key will be charged individually.
      - MC460A – 2198 key
      - MU207 – 1H-2 key
      - M217 – 2H-6 key
      - M299U – 2H-9 key
      - Audio master padlock key
- \$1000.00 for each sub master key
- \$3000.00 for each master key

**For questions or concerns about the key policy or picking up / returning keys, you can contact the office by sending an email to [somfac@indiana.edu](mailto:somfac@indiana.edu) or call 812-855-1517.**