

Residence Access and Key Usage Agreement

As a student leader working in residence, you are given access to residence spaces to be able to complete your role. It is important that you understand that you have been given access to people's home.

During your time on shift or in your role, you may have to access keys to residence spaces. This gives you further access to spaces within residence that are part of people's home.

By signing below, you acknowledge the following:

- You can only use your residence access while you are on shift and only for work purposes.
- At no time, can you use your residence access for personal use.
 - This includes, visiting a friend in residence, utilizing residence spaces such as lounges (for any purpose).
- You understand that the use of residence access will be audited regularly to ensure compliance.
- You must complete all sign out procedures every time you use a key.
- If you have signed out a key for any reason, it must be returned immediately after you have used it.
- You will not be able to sign out any master key, unless you have been given permission by a professional staff member.

If your residence access is misused, you will be required to have a performance management meeting with your supervisor and there may be disciplinary action.

Student Leader: _____

Date: _____