

NEW COLLEGE POLICE DEPARTMENT

KEY CHECK OUT POLICY (updated 080414)

- ***Must have a valid, fully intact, New College ID Card to check out any key. The ID Card must swipe in our machine and be valid. No driver's license, passports, or other forms of identification will be accepted without pre-approval from Campus Police. If the card will not swipe, it will be checked manually by entering the card's number.***
- **You must be on a list sent to Campus Police by the appropriate New College Faculty or Staff Member.**
- **Student must sign for the key and their ID is kept until key is returned.**
- **Keys are not to be taken out overnight without permission. When finished with a key please return to Campus Police immediately so that others may have access to the key.**
- **Keys are not to be taken off of campus.**
- **Keys must not be duplicated.**
- **If you have checked out a key please do not leave that room unsecured when you are done. It is a good practice to lock the room you are in if you can while you are working especially at night or in a remote area.**
- **Exceptions to this policy must be pre-approved in advance by the appropriate New College Faculty or Staff Member.**
- **Students found not following this policy will be referred to Student Affairs. This policy is in force to protect all New College Affiliated Persons and New College Property.**
- **Questions? Call the New College of Florida Police Department 941-487-4210.**