

Key Policy

LOST ROOM KEYS

Keys not returned at checkout will be considered lost. Your conference will be charged \$25 for each missing key. It will be your responsibility to recoup the lost key charges directly from your attendees.

LOST SUB-MASTER KEYS

Sub-master keys not returned within 24 hours of checkout will be considered lost. A lost sub-master key may result in additional charges up to \$3,800 for re-coring an entire residence hall building. (Depending on the style of residence hall) Your conference organization will be held responsible for the charges.