

### **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 the conference coordinator's responsibility to recover lost key charges directly from attendees.

### **LOST SUB-MASTER KEYS**

Submaster keys not returned within 24 hours of checkout will be considered lost. A lost submaster 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.