

## Charges for Lock Outs

Everyone gets three free lock outs (each bedroom and keycard) each semester. You need to get a signature anytime you give out a keycard or loan a bedroom key (does not count recharging the keycard anyone already has). After three times, each time costs five dollars.

When looking at the card and seeing that the resident has exceeded their three free lock outs, you should tell the resident that there will be a five dollar charge. If the resident gives you five dollars, put the money in a small manila envelope and write the resident's name on the envelope along with the reason for the charge.

Whether you collect money or not, email [eric.kappelmann@clvusa.com](mailto:eric.kappelmann@clvusa.com) with the same information.

exempli gratia

email

Eric:

John Derringer, room 1369, fourth lock out keycard \$5

A

**\$5.00 for each lockout after 3 times**

Key (FD/BR)	Signature	Date Issued	Time Issued	Issued By	Date Received	Time Received	Received By
FD	[Redacted]	8/24	8:25P	MK	8/24	8:45	PT
BR	[Redacted]	8/24	8:25P	MK	8/24	8:45	PT
FD	[Redacted]	10/27	2:20pm	YM	10/27	2:26pm	YM
FD	[Redacted]	11/3	2am	JK			
BR	[Redacted]	12/2	1:30	MJ	1:33	12/2	MJ

Temporary key checkout after 30 min. is \$5.00 per half-hour!

**Illini Tower**

Last semester, this resident had lots of lock outs. But three free front door key cards and up to three free bedroom key loans had no charges.

B

(FD/BR)	Issued	Issued	By	Received	Received	By
BR	[Redacted]	9/14/14 6:35 pm	MJ	9/14/14	6:39	MJ
BR	[Redacted]	11/2/14 8:17 pm	AO	LOST →		
BR	[Redacted]	11/9/15 4:43	CC	11/26	10:26	MW

Temporary key checkout after 30 min. is \$5.00 per half-hour!  
 Via-key returned, not checked in on date Illini Tower

Last semester, this resident borrowed the bedroom key three times and any further times would have been due a charge.

C

Key (FD/BR)	Signature	Lost Keys \$30.00			\$3.00 for each lockout after 3 times		
		Date Issued	Time Issued	Issued By	Date Received	Time Received	Received By
3ED	[Redacted]	12/18	3:35 pm	MW	3:57	12/18	MW
FD	[Redacted]	2/20	5:04	PT	2:20 pm	5/12 AM	PT
FD	[Redacted]	2-22	3:40a	JF			
FD	[Redacted]	3-15	9:24	JL	9:29	3-15	JL
FD	[Redacted]	3-9	2:33	JK			

Temporary key checkout after 30 min. is \$5.00 per half-hour!

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This semester, this resident has received four new keycards. The top entry was last semester. So, that one doesn't count. But the fourth keycard this semester caused him to be charged five dollars.

PS Anyone who needs a replacement bedroom key cannot just keep the loaner key. We need that one. The resident must get a new one as a maintenance request. There will be a \$30 charge.