

**KEY CARD ACCEPTANCE AGREEMENT**  
**Key Card Security Door System**  
**MU School of Music**

Key cards are for use in the School of Music to gain access to the second floor practice room area by way of the southwest lobby door of the Fine Arts Building. That door is equipped with a special locking mechanism activated by the key card. This key card will be necessary for access after 9 pm Monday-Friday and all day on Saturday and Sunday.

By accepting the key card from the office in 135 Fine Arts Building, the user agrees to accept the following responsibilities:

1. Maintaining personal possession of the card at all times.
2. Not loaning the card to others or permit others to use the card.
3. Not propping the doors open or allowing unauthorized persons upstairs.
4. The card **MUST** be renewed or returned to the Music Office on or before the last day of the final examination period at the end of the semester. Failure to renew or return the card or if the card is lost, a non-refundable charge of \$25 will be imposed. That charge will be placed against the cardholder's account in the Cashier's Office. Failure to pay the charge could result in the student being prevented from enrolling in future classes, receiving a diploma, or receiving a transcript from the University.