**Keys and Fobs**

Northwest’s residence halls are locked 24 hour a day to help safeguard our residents and their property. Residents are issued a FOB for entry into the building, a key for their room, and a key for their mailbox. With this in mind, residents should carry their keys at all time. Within the building, you are responsible for locking your own door.

Even for short trips from your room, be sure to have your keys on you as you never know when your roommate might accidentally lock you out. If you are locked out of your room, you can check out a lockout key from the front desk with your Bearcat Card. The first three times are free. After your 4th lockout, you will be charged $5.00 each time and after your 7th lockout, you will be charged $10.00 each time.

Lost keys are $27.50 for the room key, $25.00 for your FOB, and $3.00 for your mailbox key. You will only be charged $3.00 for a broken key, as long as you return the parts of that broken key. Making copies of your keys on your own is against campus policy and you may face disciplinary action for such violations.

It is your responsibility to help maintain the security of your room and the building by reporting lost or broken keys immediately at your residence hall front desk. Safety and security at Northwest is everyone’s responsibility. Hold on to your keys and help by doing your part.