



College of The Albemarle Policy

Policy Number: 2.2.6

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Title: Scheduling Facilities and Keys to Facilities

Related Policy and Procedures:

Division of Responsibility: Operations

I. SCHEDULING FACILITIES

- a. The president is to develop procedures for scheduling college facilities for classroom and laboratory space for instructional purposes and rooms/facilities for non-instructional purposes.

II. KEYS TO FACILITIES

- a. The president, vice presidents, chief operations officer, director of facility operations & safety and security, maintenance supervisors, and security personnel will be issued master keys for all college facilities. Other employees will be issued keys, as needed, for individual offices, shops, classrooms, storage areas, and laboratories. Keys will be issued by the following at their appropriate campus:
 - i. COA - Elizabeth City: Local issue
 - ii. COA - Currituck: Currituck County will issue the keys through the college
 - iii. COA - Dare: Dare County will issue the keys through the college
 - iv. COA - Edenton-Chowan: Chowan County will issue the keys through the college
- b. No keys may be duplicated without prior written permission from the chief operations officer. If an individual loses their key, s/he must immediately report the lost key to Security. When an employee is leaving college employment, all keys must be returned to complete the employee's exit procedure.

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision