Key Procedure

Conference Services distributes keys in marked envelopes at a pre-determined check-in time. At check-in, before the keys are distributed, a Key Waiver form must be completed by each participant. This form ensures the overnight guest takes responsibility for any damage done to the room, and also for any unreturned keys.

The cost of an unreturned key is $50 per key. If a guest is locked out of his/her room, they should contact their Conference Leader.

Keys are returned to Conference Services at a pre-determined time and place of check-out. Please return them in the marked envelope supplied at check-in. Guests who cannot make check-out can return their keys at the Conference Services Office. If the office is closed, keys can be dropped in the mail slot in the door.

Any found keys would be gratefully welcomed at the Conference Services Office as well.