

*Preamble*

The following is a by-law in respect of access to AFSA offices within the University of Waterloo, the issuance of keys to said offices, and the safekeeping and access to such premises.

*Interpretation*

1. In this by-law:

(a) "AFSA Office" means any secured office or place of storage which AFSA has been granted on University of Waterloo property.

(b) "Keyholder" means any individual granted a key to access an AFSA office under subsection 2(a).

2. Issuance of Keys

(a) Any member of the AFSA Board of Directors or Executive may apply to the University of Waterloo to be granted a key to access an AFSA Office.

(b) No member of AFSA shall be issued a key to an AFSA office except as allowed by subsection 2(a)

3. Restrictions on Keyholders

(a) No keyholder shall loan, distribute, or otherwise make available their key to anyone under any circumstances, excepting:

(1) a situation amounting to an emergency which could result in immediate physical harm or real damage to property should the key not be made available to a third party, or,

(2) where required by the force of law, or,

(3) where required in accordance with a policy of the University of Waterloo

(b) No keyholder shall allow any person unsupervised access to any AFSA office

4. Liability of Keyholders

(a) For further certainty, keyholders are deemed to be 'occupiers' with reference to the Ontario Occupiers Liability Act, RSO, and have all duties, rights, and responsibilities as such.

(b) Keyholders shall be held liable for any damage to property, injury to occupants, or theft of the contents of any AFSA office by anyone to whom they allow access to said office.

5. Acceptance

(a) Any individual who receives a key for access to an AFSA office hereby accepts and agrees to abide by this by-law.