

## Keys to the classrooms

Keys to rooms in the Psychology building are kept in the reception (the window immediately on the right at the entrance to the building).

To receive the required key – the receptionists rather do not speak English - just show the card and point out the number of the required room key.

### **Keys must be signed out and returned when the room is no longer in use.**

This is particularly important for classrooms, which are usually booked for classes with 15-minute breaks.

When you finish your class, lock the door and return the key to the classroom to the reception immediately. These classrooms are used by many instructors and if the key isn't returned it will cause problems!

Before you close the door make sure that all equipment is turned off and the windows are closed.