Key Pick-Up Instructions – Cronkhite Graduate Center

Welcome! Upon checking in you will receive a key packet which includes a room key (or key fob), a mailbox key, and a temporary swipe access card. The temporary swipe card will be used to enter Cronkhite after hours and to access certain secured indoor areas (except the fitness and bike rooms, for which a waiver must first be signed) and, in some cases, your meal plan until you get your official Harvard University student ID card (HUID). Once you receive your HUID, you will need to bring it to the Property Management Office for activation. You will also be required to return the temporary swipe card at that time, or you may be required to pay a $25.00 lost swipe card replacement fee.

All housing contract documents (and sublet applications, if applicable) must be signed by you (and your subresident, if applicable) and executed/approved by the Harvard University Housing Leasing Office before keys/key fobs/swipe cards will be issued. You must bring government-issued photo identification with you to obtain your keys.

Questions? Please contact the Property Management Office at 617-495-1252 or huh_cronkhite@harvard.edu. Visit http://huhousing.harvard.edu/residents/welcome-and-arrival-information for more information about living at Cronkhite Graduate Center.

Who May Pick Up Keys

Ordinarily, keys are issued only to the resident whose name appears on the housing contract or to the HUH-approved subresident* listed on an executed sublet application.

*Note: Keys issued to you, the primary resident/licensee, are retained by you through the term of your housing contract. Keys issued to an HUH-approved subresident must be returned to the Property Management Office after the sublet period. For additional information, refer to http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Sublet_Pol_Proc.pdf.

Where and When to Pick Up Keys

- Please let the Property Management Office know when you are coming! Any advance notice helps us make sure staff is available. Please call 617-495-1252 or email huh_cronkhite@harvard.edu. Also, complete and upload the Key Pick-up Instructions Acknowledgement form included in this document package.
- Keys can be obtained during regular business hours* at the Cronkhite Graduate Center, 84 Brattle Street, Cambridge, MA 02138 on or after the date the contract begins. Visit https://www.google.com/maps for directions. Please call 617-495-1252 when you arrive, and staff will meet you in the lobby and provide you with your key packet.
- If you arrive outside of regular business hours*, please call the Resident Advisor on duty at 617-312-7112 to check in. If you are unable to reach the Resident Advisor, call 617-495-1252 and press “O” to contact the University Control Center. They will page emergency personnel, who will meet you outside Cronkhite, let you in, and provide you with your key packet. Note: All after-hours emergency service requests are handled in the order of their receipt; we will respond to you as soon as possible, but some waiting time will be necessary.

*Regular business hours are 9:00 AM—5:00 PM, Monday—Friday. We are closed on Saturdays, Sundays, and on official University holidays. See list at https://hr.harvard.edu/holiday-calendar.

Parking Your Car, Moving Van, or Truck

- Cronkhite Graduate Center does not have its own parking area, and on-campus visitor parking is limited. Visit www.parking.harvard.edu in advance of your move for information about obtaining an on-campus resident or visitor parking permit.
- If you plan to park your moving truck or van on Cambridge city streets, a permit must be obtained in advance. Contact the Cambridge Traffic and Parking Department by telephone phone at 617-349-4721 or visit the Moving Van Permit website at https://cambridgema.viewpointcloud.com/categories/1122/record-types/6705.
- A limited amount of on-street metered parking spaces for your car may be available in the area (visit http://www.cambridgema.gov/traffic/Parking/parkingmeters.aspx) and several private parking lots and garages are located in Harvard Square(visit https://www.harvardsquare.com/venue_type/parking/) for more information.
Key Pick-up Instruction Acknowledgement

Harvard University Housing can provide the most efficient service if you (or your HUH-approved subresident) arrive(s) to pick up keys during the office hours listed on the Key Pick-up Instructions or if you make alternative arrangements, if this is not possible.

Your letting us know your (or your HUH-approved subresident’s) arrival date and time in advance is especially helpful in making your move-in quick and easy.

Please complete this form, sign, and upload it along with your signed lease documents.

I acknowledge receipt of the Key Pick-up Instructions and understand the procedures.

(   ) I / my HUH-approved subresident plan(s) to arrive and pick up keys on:

Date: ____________________________

Approximate Arrival Time: ________________

(   ) I do not yet know my / my HUH-approved subresident’s arrival date/time. I will notify the Property Management Office as soon as possible in advance of my arrival.

Print Name: ____________________________

Signed: ____________________________