Key Pick-Up Instructions – Cronkhite Graduate Center

Welcome! Upon checking in you will receive a key packet which includes a room key, a mailbox key, and a temporary swipe 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. Once you receive your Harvard University ID Card, 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.

All housing contract documents must be signed before keys will be issued. **You must bring government-issued photo identification with you to obtain your keys.** If you have received it, please also bring your countersigned copy of the contract.

Questions? Please contact the Property Management Office at 617-495-1252 or huh_cronkhite@harvard.edu.

**Who May Pick Up Keys**

Ordinarily, keys are issued only to residents whose names appear on the housing contract. To authorize someone else to pick up your keys on or after your contract start date, you must complete and sign a Key Pickup Authorization form, which is included with your contract documents. The person you authorize must come during regular business hours* and bring the signed form with them, along with government-issued photo identification to obtain your keys.

**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.

- Keys can be obtained during normal business hours* at the Cronkhite Graduate Center, 84 Brattle Street, Cambridge, MA 02138 on or after the date the contract begins. Please visit [www.maps.google.com](http://www.maps.google.com) for directions. The Property Management Office is office #100, which is located in the main lobby across from the elevator.

- 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 “0” to contact the Answering Service. 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 8:00 AM—5:00 PM, Monday—Friday. We are closed on Saturdays, Sundays, and on official University holidays (see list at [http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Harvard_University_Holiday_Calendar.pdf](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Harvard_University_Holiday_Calendar.pdf)).

**Parking Your Car, Moving Van, or Truck**

- Cronkhite Graduate Center does not have its own parking area, and on-campus visitor parking is limited. Please visit [www.parking.harvard.edu](http://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. Call the Cambridge Traffic and Parking Department at 617-349-4721 or visit [www.cambridgema.gov/traffic/MovingVanPermit.cfm](http://www.cambridgema.gov/traffic/MovingVanPermit.cfm).

- A limited amount of on-street metered parking spaces for your car may be available in the area [http://www.cambridgema.gov/traffic/Parking/parkingmeters.aspx](http://www.cambridgema.gov/traffic/Parking/parkingmeters.aspx), and there are several private parking lots and garages located in Harvard Square. Visit [http://www.harvardsquare.com/parking](http://www.harvardsquare.com/parking) for more information.