

Student After-Hours Access

We hereby request that:

Name: _____ Banner ID: _____

Students in our academic department, are granted special access after normal building hours. We take responsibility for this person's conduct while working after normal hours of operation. Please permit them access to the following:

Dates: From _____ Until _____

Building: _____ Hours/Days: _____

- _____ Student is a paid employee and may act as charge person.
- _____ Student will be permitted access with charge person present.
- _____ Student needs access without charge person present. *(please attach explanation)*

Requesting Advisor / _____ Date

Department Chairperson/ _____ Date

Dean Or Associate Dean/ _____ Date

After-Hours Student Guidelines

1. You are expected to be working on academic projects while in buildings after hours.
2. You are expected to leave the building during a fire alarm or any evacuation situation.
3. You should not prop doors or allow anyone entry to the building.
4. You are expected to call Public Safety - x4922 – with any situation that occurs.
5. You should cooperate with cleaning crews.
6. You should cooperate with Public Safety Officers at all times.
7. You must carry the assigned badge and your student ID at all times.
8. Any failure to conduct yourself properly could result in a revoking of after hours privileges and could be forwarded to the Dean of Students.
9. Crime Prevention urges you to use our escort program when walking alone at night.

I Agree _____
Student Signature _____ Date _____ Print Name _____

_____ Approved _____ Denied _____ DPS Director