

Students will call 509.682.6911 prior to arrival on campus after business hours and on weekends.

Initials(student)_____ Initials(instructor)_____

Facility Access Exception Request

Complete this form to request student (including student employees) access to a college facility outside of normal business hours (after 5:00 p.m.) or spaces normally kept locked at all times. The request must be submitted through your department dean or director and be approved by the President or a Vice President.

It is the responsibility of the student's supervisor to clearly communicate any and all expectations associated with allowing access to the college facility outside of normal business hours, including emergency procedures and contacts. **Students on state or federal work study may not work unsupervised.**

Date

Requested by:

To (dean or director):

I am requesting building access be granted to the following student for the reasons indicated.

Name:

Student ID number:

Building(s)working in:

Room(s)working in:

Start Date:

End Date:

Will the student need access after-hours (after 5:00 p.m.)? Yes No

Does the student need a key card for access to spaces normally kept locked at all times? Yes No

Have you had a key card in the past? Yes No

Approximate days and times the student will be in the space:

Student's duties or other reason for needing access:

Approved:

Not Approved:

*Approval subject to access and supervision requirements.

Dean/director signature:_____

President or V.P. signature:_____

My supervisor has clearly communicated the expectations associated with unsupervised access to college facilities outside of normal business hours, including emergency procedures and contacts.

Student signature _____