

Department of Public Safety

Public Safety Building: Room 104

Phone: x3111 Fax: 255-3394

Entry/Lock-Up Request

THIS FORM MUST BE USED FOR ALL ENTRY REQUESTS. SUBSTITUTES WILL NOT BE HONORED.

ENTRY REQUESTS ARE ONLY VALID FOR THE CURRENT SEMESTER.

All entry or lock-up requests must be made on this form. For entire class authorization, please attach a typed copy of the class roster when returning this form to the Department of Public Safety. The list must include the student's name and his/her student number. This form must be completed to allow access to the facilities. ONLY current, permanent faculty or staff may request room access. Forms submitted by students will not be honored. ***Please note: access will be granted only for posted building hours. No access may be given after business hours or on official state holidays when the buildings are closed. Please note the building times listed below:***

Building	Monday	Tuesday – Wednesday	Thursday	Friday	Saturday	Sunday
Campus Services	8:00 A.M. – 6:00 P.M.	8:00 A.M. – 6:00 P.M.	8:00 A.M. – 6:00 P.M.	8:00 A.M. – 5:00 P.M.	*Closed	*Closed
Centennial Hall	7:30 A.M. – 11:00 P.M.	7:30 A.M. – 11:00 P.M.	7:30 A.M. – 11:00 P.M.	7:30 A.M. – 11:00 P.M.	7:30 A.M. – 7:00 P.M.	7:30 A.M. – 7:00 P.M.
Columbine Hall	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.
Cragmor	7:30 A.M. – 7:30 P.M.	7:30 A.M. – 5:30 P.M.	7:30 A.M. – 5:30 P.M.	7:30 A.M. – 5:30 P.M.	*Closed	*Closed
Dwire Hall	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 7:00 P.M.	7:30 A.M. – 7:00 P.M.
Eagle Rock	8:00 A.M. – 7:30 P.M.	8:00 A.M. – 7:30 P.M.	8:00 A.M. – 7:30 P.M.	8:00 A.M. – 5:00 P.M.	*Closed	*Closed
Engineering	7:30 A.M. – 12:00 A.M.	7:30 A.M. – 12:00 A.M.	7:30 A.M. – 12:00 A.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 12:00 A.M.
Main Hall	7:30 A.M. – 7:30 P.M.	7:30 A.M. – 5:30 P.M.	7:30 A.M. – 5:30 P.M.	7:30 A.M. – 5:30 P.M.	*Closed	*Closed
Science/ Engineering	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.
University Hall	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 6:00 P.M.	*Closed	*Closed
West Art Bldg	7:30 A.M. – 10:00 P.M.	7:30 A.M. – 10:00 P.M.	7:30 A.M. – 10:00 P.M.	7:30 A.M. – 10:30 P.M.	7:30 A.M. – 7:00 P.M.	*Closed

* Building will be opened upon request only to current, permanent faculty and staff or with authorized entry request form

Date Submitted: _____

Building: _____

Room #: _____

Class Name: _____

Class Code and Number: _____

Class Section: _____

Authorization Begins: _____

Ends: _____

Sponsor or Professor: _____

Special Remarks or Requests: _____

Note: Before being allowed entry into a locked room/building, the individual must present a photo I.D.

Requestor's Signature: _____

Requestor's Phone #: _____

IMPORTANT NOTE: YOUR REQUEST MUST BE APPROVED BY THE EXECUTIVE DIRECTOR OF PUBLIC SAFETY OR HIS/HER DESIGNEE. PLEASE ALLOW A MINIMUM OF TWO BUSINESS DAYS FOR YOUR REQUEST TO BE APPROVED.

**All requests expire at the end of the semester in which the request was submitted. All requests must be resubmitted at the end of each semester if the request is continuing.*

This form was approved January 2003 by the Vice Chancellor for Administration and Finance

Last updated January 21, 2011.