

# Department of Public Safety

## Public Safety Building, Room 104

### x3111 FAX: 262-3394

## 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                    |
|------------------------|---------------------------|---------------------------|---------------------------|--------------------------|--------------------------|---------------------------|
| <b>Campus Services</b> | 8:00 a.m.-<br>6:00 p.m.   | 8:00 a.m.-<br>6:00 p.m.   | 8:00 a.m.-<br>6:00 p.m.   | 8:00 a.m.-<br>5:00 p.m.  | closed*                  | closed*                   |
| <b>Columbine Hall</b>  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m.-<br>10:30 p.m.  |
| <b>Cragmor</b>         | 7:30 a.m.-<br>7:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.  | closed*                  | closed*                   |
| <b>Dwire Hall</b>      | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m.-<br>7:00 p.m.  | 7:30 a.m.-<br>7:00 p.m.   |
| <b>East Art Bldg</b>   | 7:30 a.m.-<br>10:00 p.m.  | 7:30 a.m.-<br>10:00 p.m.  | 7:30 a.m.-<br>10:00 p.m.  | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m. –<br>7:00 p.m. | closed*                   |
| <b>Engineering</b>     | 7:30 a.m. -<br>12:00 a.m. | 7:30 a.m. -<br>12:00 a.m. | 7:30 a.m. -<br>12:00 a.m. | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m.-<br>10:30 p.m. | 7:30 a.m. -<br>12:00 a.m. |
| <b>Main Hall</b>       | 7:30 a.m.-<br>7:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.   | 7:30 a.m.-<br>5:30 p.m.  | closed*                  | closed*                   |
| <b>Science Bldg</b>    | 7:30 a.m.-<br>11:00 p.m.  | 7:30 a.m.-<br>11:00 p.m.  | 7:30 a.m.-<br>11:00 p.m.  | 7:30 a.m.-<br>11:00 p.m. | 7:30 a.m.-<br>7:00 p.m.  | 7:30 a.m.-<br>7:00 p.m.   |
| <b>University Hall</b> | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>10:30 p.m.  | 7:30 a.m.-<br>6:00 p.m.  | closed*                  | closed*                   |
| <b>Eagle Rock</b>      | 8:00 a.m.-<br>7:30 p.m.   | 8:00 a.m.-<br>7:30 p.m.   | 8:00 a.m.-<br>7:30 p.m.   | 8:00 a.m.-<br>5:00 p.m.  | closed*                  | closed*                   |

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

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Date submitted: \_\_\_\_\_

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

Class Name: \_\_\_\_\_

Class Code and Number: \_\_\_\_\_

Class Section: \_\_\_\_\_

Authorization begins \_\_\_\_\_

and ends: \_\_\_\_\_ \*

Sponsor or professor \_\_\_\_\_

Special remarks or requests: \_\_\_\_\_

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**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 DIRECTOR OF PUBLIC SAFETY OR 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 of 2003 by the Vice Chancellor for Administration and Finance***

***Last updated by Claudia Ryan on August 24, 2007.***