

Center for the Arts

Door Access Application

- Requesting a new code
- Requesting access change
- Requesting a code change

- POSITION:
- FACULTY
 - STAFF
 - MONITOR
 - STUDENT
 - OTHER _____

PLEASE PRINT LEGIBLY

NAME: _____ Office Location: CFA

ADDRESS: _____ Office Phone: _____

_____ Home Phone: _____

CITY/STATE/ZIP: _____ Person Number: _____

Upon your signature, you hereby agree to accept this Center for the Arts access code and the responsibility associated with this acceptance. This is your personal code associated with your name. Do not give this code to anyone! You understand you are liable for any damages caused by anyone using your code to access the building. If you believe someone else may have your code, request a new one through your department.

Please be aware of open or propped doors when you are in after hours. An open door compromises the safety and security of everyone. Make sure that doors close properly behind you. **Do not prop doors open. We reserve the right to disable codes if doors are left open or propped open.**

I have read and understand the above conditions.

SIGNATURE OF APPLICANT _____ DATE: _____

List the areas/rooms that you need access to below (rooms & hallways):

CFA Front Door & Media Study Corridor

Pick a five digit number you will remember: _____

APPROVAL SIGNATURE OF SUPERVISOR _____ DATE: _____

Requests for building exterior access require department chair approval.

APPROVAL SIGNATURE OF DEPT. CHAIR _____ DATE: _____

DO NOT WRITE BELOW THIS LINE

USER ID NUMBER: _____ USER GROUP: _____

ENTERED BY: _____ DATE: _____

Rev. 8/30/2005

RETURN THIS FORM TO VINCE HARZEWSKI IN CFA 127 FOR PROCESSING.