

## GROUP Abdalla Hall Access Request Form

The purpose of this policy is to establish procedures for maintaining the security of both the building and its contents. In addition, the policy outlines the guidelines and procedures for the authorization and control of Abdalla Hall Access. An authorized card will be required to enter any secured exterior or lab door. All exterior doors of the building will remain secure at all times, with the exception of the main entrances, which will be secured after hours, weekends, and holidays, based on the university schedule.

### Card Authorization

- An “Abdalla Hall Access Request Form” must be completed in order to obtain access. The operations/facilities coordinator will authorize and submit request for access only when the form is presented in person with the proper original signatures.
- Access is only authorized to individuals who are assigned to work in the building and require access to the building after hours and/or access to secured labs to conduct business for departments located in the building.
- Access will expire at the end of each semester and will need to be re-certified to be re-activated.
- Lost cards or unusable cards (cracked, holes punched, etc.) must be reported within 24 hours. A fee is required to obtain a replacement card.

### Card Use

- Student Access is only allowed in the facility between the hours of **7:00 AM – 11:59 PM**. No student is allowed to remain in the building between the hours of **11:59 PM and 7:00 AM**.
- Individuals will have access to specific areas/doors, during authorized hours only.
- While in the building, cards must be in your possession at all times.
- Authorized cards should **only be used by the individual to whom it was issued**. Anyone found loaning their card to anyone will have their privileges terminated.
- An authorized individual entering or leaving a secured door **shall not permit any other individual to enter** who would not normally be permitted to enter during the hours it is secured.
- An individual entering or leaving a secured door shall be responsible for securing the door and may be held responsible for any loss or damage to property resulting from failure to do so.
- **No doors shall be propped open**. Any door not securely closed or propped open will sound an alarm at the door and the monitoring station. Anyone found propping open an alarm secured door will have their privileges terminated.

### Supervisor’s Approval

<b>Printed Name</b>		<b>Signature</b>		<b>Date</b>	
<b>Semester</b>	<b>Course</b>	<b>Course Days &amp; Times</b>			
<b>Access Areas</b>					
<input type="checkbox"/> Building Exterior	<input type="checkbox"/> IRI Student Lab (161)	<input type="checkbox"/> Server Room (163)	<input type="checkbox"/> RAC Lab (164)		
<input type="checkbox"/> Overhead Door	<input type="checkbox"/> IRI Staff (162)	<input type="checkbox"/> UL EOC (165)	<input type="checkbox"/> LABEOC (169)		

The card holder and approver have read and fully understand the above policies. They further understand that failure to comply with any of the above policies will result in all card privileges being terminated.

<b>ULID</b>	<b>UL Status</b> (Student, Staff, etc.)	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>