

INDIVIDUAL 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.

Card Authorization

- An “Abdalla Hall Access Request Form” must be completed and submitted to: abdalla@louisiana.edu.
- Access is only authorized to individuals who are assigned to work in the building to conduct business for centers and/or departments located in the building.
- Access will expire at the end of each semester and will need to be re-certified by the supervisor 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.
- When entering or leaving the building or any secure area of the building, the card holder **shall NOT permit any other individual to enter**.
- 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**. Anyone found propping open an alarm secured door will have their privileges terminated.

Last Name	First Name	Middle Name	UL ID
Center/Department		Status	
		<input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Tenant <input type="checkbox"/> Guest	
Access Areas			
<input type="checkbox"/> Building Exterior <input type="checkbox"/> Expansion	<input type="checkbox"/> IRI Student Lab (161) <input type="checkbox"/> IRI Staff (162)	<input type="checkbox"/> Server Room (163) <input type="checkbox"/> UL EOC (165)	<input type="checkbox"/> RAC Lab (164) <input type="checkbox"/> LABEOC (169)
Requestor's Signature		Date	Supervisor's Signature
		Date	

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.