

Student After Hours Access Request Form

Section 1: Identification – Name and Contact Information

Students in our academic department are granted special access after normal building hours. We take responsibility for this person’s conduct while working after normal hours of operation. Please permit them access to the following:

Last Name

First Name

Academic Department

Banner ID

Rowan Email

Section 2: Building Access

Building	Days	Hours	Start Date	End Date

- _____ Student is a paid employee and may act as charge person.
- _____ Student will be permitted access with charge person present.
- _____ Student needs access without charge person present (please provide any additional information below)

Section 3: Guidelines

All students must read and agree to the following guidelines:

- You are expected to be working on academic projects while in buildings after hours.
- You are expected to leave the building during a fire alarm or any evacuation situation.
- You should not prop doors or allow anyone entry to the building.
- You should cooperate with Public Safety Officers at all times.
- You are expected to call Public Safety – x4922 – with any situation that occurs.
- You should cooperate with cleaning crews.
- You must carry the assigned badge and your student ID at all times.
- Any failure to conduct yourself properly could result in losing after hour privileges & a code of conduct violation review.
- Crime Prevention urges you to use our escort program when walking alone at night - call (856) 256-4922

I agree: _____

Student Signature
Date
Print Name

Section 3: Required Approvals

Requesting Advisor (Print Name)	Signature	Date
Requesting Advisor (Print Name)	Signature	Date
Dean’s Office Approval (Print Name)	Signature	Date

Section 5: Division of Public Safety Use Only

_____ Approved
_____ Denied
_____ DPS Director