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## REQUEST FOR CAMPUS ENTRY

Employees requesting entry to the campus during closed hours must complete the information below. The request must then be submitted to the Activity Supervisor, Supervising Administrator, Department Head and the Vice President of Student Services or President for review and approval. Please forward the approved request to the Sheriff's Department, Rm. D-150, at least one working day prior to the requested entry date(s).

DATE: \_\_\_\_\_

REQUESTER: \_\_\_\_\_ EMP. NO. \_\_\_\_\_  
First Name (print) Last Name (print)

\_\_\_\_\_  
Signature

REQUESTED DATE(S) & TIME(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_AM/PM BLDG./RM.: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_AM/PM BLDG./RM.: \_\_\_\_\_

REASON FOR REQUESTED ENTRY: \_\_\_\_\_

REVIEWED AND APPROVED:

\_\_\_\_\_/\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_/\_\_\_\_\_  
Supervising Administrator Date

\_\_\_\_\_/\_\_\_\_\_  
Vice President, Administrative Services Date

NOTE: This request is valid only during the specified dates(s) and time(s).