



This form is for authorizing students to be in a building or classroom after hours only. It is not a request for heating, air-conditioning, or usage of or access to any types of equipment or services. The form is to be fully completed and turned into Campus Safety and the locksmith in advance of requested date and time. Turning a late form in may delay entry while the locksmith confirms information.

Authorization for Student(s) to be in Building After Hours

I am a faculty/staff member of Southern Adventist University and have authority to request access into the building and rooms listed. Therefore, I authorize and grant permission for the following students to be in the rooms in this building during the following dates and times.

| | | | |
|---------------------------------------|------------|-----------|------|
| Faculty/Staff | Print Name | Signature | Date |
| Administrator/ Dean/Chair/Director | Print Name | Signature | Date |
| Class | | | |
| Purpose or activity | | | |
| Building: | | | |
| Room number(s): | | | |
| Date(s): | | | |
| Time(s): | | | |
| Special instructions: | | | |
| Student list: | 1 | 10 | |
| | 2 | 11 | |
| | 3 | 12 | |
| | 4 | 13 | |
| | 5 | 14 | |
| | 6 | 15 | |
| | 7 | 16 | |
| | 8 | 17 | |
| | 9 | 18 | |

Please instruct your students in the following: 1) this permission is only for the students listed, 2) do not prop open any exterior door to a building, 3) do not open a window wide enough for a person to climb through, 4) do not let any person into the building that is not written on this list, 5) call Campus Safety 236-2100 for any emergency or problems.