



**STATE UNIVERSITY OF  
NEW YORK AT NEW PALTZ**  
*Student Activities and Union Services*  
Student Union Building, Room 211  
845-257-3025

# STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT PERMISSION LIST

## GUIDELINES AND POLICIES

- Only the president of the student club and/or the advisor/university employee may complete this form.
- The access list may be updated at any time by submitting a new form and designating whether or not the individual should be added or removed from the permission list. Only fill out who needs to be amended on your list - do not re-fill out every person with access on an amended form.
- Those on the permission list shall be allowed to sign out the office key from the Student Union Information Desk. If the key is already signed out by another member of the group, the Office of Student Activities and Union Services is NOT obligated to key the person into the office. It is up to the group to manage who has the key.
- The individual that signs out the key MUST sign it BACK into the Student Union Information Desk. Please do not pass the key from member to member.
- The individual that signs out the key MUST not leave the keys unattended & if the keys become lost or stolen, that person will contact Student Activities and Union Services IMMEDIATELY.
- If the key is unable to be found within 72 hours (or immediately upon request of the office occupants), the locks will be change and the student group will be held liable for the cost of changing the lock and the replacement key. Having a new key made is NOT an option, the locks WILL be changed in the event of a lost or stolen key. We will always bill the student group - it will be the student groups responsibility should they want to seek retribution from an individual member.

## CLUB/OFFICE INFORMATION

Club/Office Name: \_\_\_\_\_

Student Union Office Number: \_\_\_\_\_ Requestee: \_\_\_\_\_

## ACCESS AND PERMISSION LIST (use additional forms, as needed)

Name:	Student ID #:	Phone Number:	Status (circle one):	
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
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_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE
_____	_____	_____	ADD	REMOVE

## SIGNATURE AND AUTHORIZATION

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor/University Employee Signature

\_\_\_\_\_  
Date