

BUILDING ACCESS EXCEPTION

Event name: _____

Building: _____ Room: _____

NOTICE:

You have been approved access to a building when it is officially closed. You are responsible to adhere to all campus policies and to restrict access to the building to only those connected to your activity/event. You are responsible for securing the building, which entails the following:

- Leave the facilities in the same manner as you found it. Do not leave trash or possessions behind
- Close any windows you may have opened
- Ensure that no persons are inside the building when you leave unless they have independent approval to access the building after hours. If you need assistance with this you can contact UPD at 845-257-2222 to request accompaniment and/or enforcement
- Check that all doors that you accessed are closed and locked

CONFIRMATION:

I understand the above notice and that if there is damage to facilities related to your activity/event or damage related to leaving the building unsecured I MAY BE HELD LIABLE. I also understand that if I fail to return a key I WILL incur a \$50 minimum fee.

Responsible individual's name: _____

Signature

Date

INSTRUCTIONS FOR FACILITIES REQUIRING KEY ACCESS:

- Submit this form, along with a copy of the reservation (either a hard copy or digital) to dispatch at UPD, located at the Service Building southeast entrance. NOTE: The name of this form MUST match the name on the reservation.
- Leave your ID in exchange for a key to the approved facility
- Return the key to UPD dispatch within 24 hours. Failure to return a key WILL result in a fine

ONLY THE PERSON NAMED ON THIS FORM MAY PICK UP A KEY