

MSU Room Access Form

Purpose and Procedure Information:

- The purpose of this form is for the Advisor/Manager to provide information and indicate permission for access to the rooms identified by the Advisor/Manager that completes this form.
- Access will be granted, pending review of the completed form.
- Rooms with card swipe access will be granted card swipe access within one week of receipt of the form.
- For rooms that do not have card access capability, this form will serve as an indicator of who may be given access to the rooms identified by the SUIIS building staff and Public Safety and Police Services.
- Updated lists will be sent weekly on Fridays to Public Safety and Police Services and the MSU Information Desk.

Request Information:

Organization/Office Name:	Location/Room Numbers for Access:
Advisor/Manager Name (print):	Advisor/Manager KU E-Mail:
Advisor/Manager Signature (required):	Advisor/Manager Phone Number:

Access Information (Mark One Only):

- Fall Semester
 Spring Semester
 Winter Break
 Summer Break
 From: To:

Definition of Hours of Access:

- **Building Hours** (*mirror MSU building hours, including holidays*)
- **Business Hours** (*Monday – Friday 8:00am – 4:30pm, Summer Hours Monday – Friday 8 am - 4pm*)
- **Extended Business Hours** (*Monday – Friday 7:00am – 8:00pm, academic sessions only*)
- **24 Hour Access** *This level of access requires clear need, a written request and approval of the SUIIS Director or designee for any undergraduate or graduate student. This access also implies a request for 24 hour access to the MSU.*

Name	KU Email Address	UG, Grad, Staff	Hours of Access: Building, Business, Extended Business, 24 Hour
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

- It is the responsibility of the supervising advisor or manager to notify the Office of Student Union & Involvement Services if access should be revoked for any person they authorize.
- Access requests for students must be resubmitted for every semester.
- Access privileges end on the last Friday of finals week each semester. Manager/Advisor may submit additional access forms for summer or winter months as needed.
- Access requests for full time staff that work in the MSU must only be submitted once unless a change in privileges is requested.
- Card access privileges will be revoked if used inappropriately.
- Students with after hour privileges are not permitted to bring guests into the MSU when the building is closed.
- Student plans are not valid when the University is closed.