



## Student After-Hours Building and Room Access Policies and Procedures

1. Please contact April Schimmel ([amistrik@fau.edu](mailto:amistrik@fau.edu)) to request after-hours access to the **RF** building. Please specify the building name, room number, and the reason for access.  
  
Please contact Sandy Ogden ([sogden@fau.edu](mailto:sogden@fau.edu)) to request after-hours access to the **HA**, **HC** and **WB** buildings. Please specify the building name, room number, and the reason for access.
2. Please include a list of students who are to be allowed access and provide the following information for each student.
  - Name
  - Title (if applicable, ex: lab assistant)
  - Z #
  - FAU E-mail address
  - Deactivation Date
3. Sandy will send an e-mail to the students requesting their acceptance of the following terms and conditions. April will meet with the students to discuss this information.
  - I will have my OWL card with me at all times.
  - I will not allow any unauthorized guest(s) to accompany me into the building or room.
  - I will ensure that the doors to the building and the room latch behind me after I enter and leave.
  - I will not prop doors open under any circumstances.
  - I will utilize the room for its authorized purpose only.
  - I will keep the door to the room locked while I am in it.
  - I will report any unusual activity to the campus police at 561-339-0015.
  - I will leave the room in the same condition that I found it.
4. Upon receipt of the student's agreement to the terms and conditions for after-hours access, Sandy or April will submit an on-line request to the University Police Access Control Forum for activation of the student's OWL card.