

College of Design Building Access Request Form

for after-hours access via the ID card reader

NOTE: Access requests are only processed by the UO Key office on Tuesdays & Fridays.

Letter



UO ID NUMBER: _____

9 digits, located on the back of your ID card

FIRST AND LAST NAME: _____

DEPARTMENT: _____

AFFILIATION (circle one): FACULTY | STAFF | GRADUATE EMPLOYEE | STUDENT

PROX NUMBER: _____

Located on the back of your ID card. If the card does not have a number on the back of it, it is not a prox card. The user will have to go to the EMU card office and request a prox card.

REQUESTING ACCESS TO (circle): LAWRENCE HALL | GERLINGER HALL | PACIFIC HALL | 942 OLIVE | 510 OAK

Access will only be granted to individuals who have a valid reason to access to the requested building after hours.

A member of faculty/staff must sign and date this form below before your ID can be authorized.

Submit this form to your School/Department office for processing.

College of Design staff not associated with a School may submit this form to Facilities Support Services in Lawrence 124 for processing.

AUTHORIZED SIGNATURE:

PRINTED NAME OF SIGNER:

DATE APPROVED:

ACCESS START DATE:

ACCESS END DATE: