

REQUEST FOR WEEKEND/EVENING BUILDING OPENINGS

For use in Applied Arts, Child and Family Study Center, Communication Technologies, Fryklund Hall, Harvey Hall, Home Economics, McCalmont/Human Services, Micheels Hall, Science Wing, Technology Wing, and Vocational Rehabilitation buildings.

Title of Event _____

Instructor/Event Coordinator _____

Date and Time of Event _____

Room(s) Requested	Time-Unlock/Lock Door(s)

Please check the outside entrance(s) most convenient for the users of the requested room(s). Please do not open all entrances unless absolutely necessary.

(Return to Marilyn Miller, 106 Harvey Hall)

Applied Arts

- South Entrance – 2nd Floor
- Southwest Entrance
- Northeast Entrance
- Northwest Entrance
- Loading Dock Entrance

Harvey Hall

- South Entrance
- East Entrance
- West Entrance
- West Entrance (handicap accessible)

Micheels Hall

- Southeast Entrance
- Southwest Entrance
- Northeast Entrance
- Northwest Entrance

(Return to Debbie Hass, 214 Home Economics)

Child & Family Study Center

Home Economics

- South Entrance, 1st Floor
- East Entrance – 2nd & 3rd Floor
- West Entrance, 2nd Floor
- North Entrance – 3rd Floor
- 176 Classroom Entrance

McCalmont/Human Services

- Walk Bridge to Voc. Rehab

Vocational Rehabilitation

- South Entrance, Main – 1st Floor
- Southwest Entrance, Parking Lot
- West Entrance – 2nd Floor
- South Stairwell

(Return to Diane Longsdorf, 430 Robert S. Swanson Learning Center)

Comm. Technologies

- North Entrance – 2nd Floor
- West Entrance
- South Entrance -1st Floor

Fryklund Hall

- North Entrance – 1st Floor
- Basement South Entrance

Science Wing

- East Entrances (2)
- West Entrances (2)
- Northeast Stairwell
- West Stairwell
- West Entrance

(Return to Debra Tenorio, 280 Technology Wing)

Technology Wing

East Entrance

West Entrance

Contact Person _____ Telephone Number _____

E-Mail Address _____

Approval Signatures

Department Chair Department Date

Building Supervisor/Designee Date

THIS COMPLETED FORM MUST BE SUBMITTED TO THE APPROPRIATE DEAN ASSISTANT FOR PROCESSING BY TUESDAY NOON PRIOR TO THE WEEKEND OF THE EVENT FOR THE REQUEST TO BE HONORED. THANK YOU!

Responsibilities of the instructor/event coordinator:

1. Remain in building during the sponsored event.
2. Return any furniture rearrangements; dispose of refuse from areas used.
3. Review location of fire exits.
4. If a fire alarm sounds, from a safe location call 9-911 and leave the building.