JMU ACCESS TO RESTRICTED AREAS REQUIREMENTS:

Access to some areas of campus may require approval at the JMU vice presidential level or higher. Scheduled dates and times for access must be observed or the access will be canceled; with a maximum variation of one hour for inclement weather being the only exception. Failure to follow these requirements or follow proper safety precautions may result in cancellation of the access. The JMU office of Public Safety reserves the right to cancel access without notice. In addition, the following requirement will be met:

The following organizations must receive notifications at least thirty days prior to access:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMU Public Safety:</td>
<td>John Campbell</td>
<td>568.6912</td>
<td><a href="mailto:campbejc@jmu.edu">campbejc@jmu.edu</a></td>
</tr>
<tr>
<td>JMU Facilities Management:</td>
<td>Work Control</td>
<td>568.6101</td>
<td><a href="mailto:fm_wcc@jmu.edu">fm_wcc@jmu.edu</a></td>
</tr>
<tr>
<td>JMU Safety Office:</td>
<td>Tony Brown</td>
<td>568.6765</td>
<td><a href="mailto:brownah@jmu.edu">brownah@jmu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.jmu.edu/facmg/AfM-system/wcc.shtml">http://www.jmu.edu/facmg/AfM-system/wcc.shtml</a></td>
</tr>
</tbody>
</table>

The following must be delivered to the JMU Safety Engineer’s office at least thirty days prior to the event:

- □ Event name _______________________ Event sponsor _______________________
- □ Contact person ___________________
  - Phone __________ E-mail __________
- □ Sponsors Organization number to be billed fees, repairs, damages__________________
- □ Contact person ___________________
  - Phone __________ E-mail __________
- □ Location to be accessed __________________________
- □ Reason for access __________________________
- □ Length of time of visit __________________________
- □ What value will this access bring the university __________________________
- □ __________________________________________________________________________

Approval: