

MADISON HALL
AFTER-HOURS BUILDING ACCESS PERMISSION FORM

Madison Hall is a multi-use building on Main campus, in which various departments are housed, including: Admissions, Center for Global engagement, Access and Inclusion, Title IX, Valley Scholars, labs, the Graduate School, as well as the THRIVE office and Graduate Student Professional Development Center (often referred to as the Graduate Student Lounge). We rely on all users of these spaces, especially students, to be active stewards in keeping these buildings safe and in good condition.

Except during university holidays, Madison Hall is open Monday through Friday, 8 am to 5 PM. Graduate Students may use this form to request permission to enter the building after normal business hours to use the Graduate Student Professional Development Center on the 4th floor. Students who receive permission to use these spaces after hours are only permitted to use the Graduate Student Professional Development Center, public hallways, elevators, staircases and rest rooms. Students should not enter other rooms in the building, nor should they use other meeting spaces or the first-floor reception area.

When a request for after-hours access is granted, students may use their JMU ID (JAC Card) for swipe access to the exterior doors and to the Graduate Student Professional Development Center.

Students who request access to Madison Hall after normal business hours must agree to respect the following building rules:

- When entering the building using swipe access, be sure that the door closes behind you.
- Students granted access to the building are responsible for the careful use of all building spaces. Maintain a clean and safe environment for all to enjoy. Any damage to any space must be reported to campus police immediately.
- If students granted access to the building allow others to enter the building with them (such as other students or family members), the student granted access is responsible for the conduct of all guests.
- No pets are permitted in the building.
- For individual safety, students should not remain alone in the building.
- Overnight stays are not permitted. No building access is permitted from 1 am to 5 am.
- Students are subject to conduct charges with OSARP and possibly criminal charges for violations of these rules (depending on type and severity of violation).

Students should report any suspicious or malicious activity to Public Safety or the Harrisonburg Police. JMU Police Emergency Number: 540-568-6911; JMU Police Alternate Emergency Number: 540-442-6911; JMU Campus Safety Escort: 540-568-6913

*By signing this form, you agree to follow the **Building Rules** and acknowledge that your after-hours presence in this building comes with some unforeseen risks, which you voluntarily agree to accept. While James Madison University takes reasonable measures to minimize these risks, they cannot be eliminated. Should this privilege to graduate students result in damage to property or unreasonable behavior, they will be revoked for all. Please be good stewards of our JMU community spaces. ONLY JMU Graduate Students are eligible to apply.*

Student name: _____ Student Signature: _____

Student ID# (on JACard): _____ Student email: _____

Date: _____

Graduate Dean Signature: _____ Date: _____