

Physics and Astronomy Facilities Access Request Form

Date: _____

Name (print clearly): _____

JACard number: _____ # times card has been replaced _____

Period for which access is requested (check one):

_____ Fall _____ Summer ...through _____ (expected last day)

_____ Spring _____ Fall & Spring

Laboratory/Classroom(s) (give room numbers): _____

After-hours Building Access (circle one): No Yes

Physics/Astronomy Department and Physics/Chemistry Building Access Rules

- It is the responsibility of all personnel with access to Physics and Astronomy Department facilities to see that equipment and facilities are used properly, for their intended purpose, and that only equipment for which they have proper training and the advisor's consent are employed. Access may not be granted to other personnel except to those people who are observers for safety purposes. Sharing of JACards for the purpose of sharing access is strictly forbidden.
- After-hours access is restricted to students with a justifiable academic need (as determined by each Academic Departments) to be in building spaces (*i.e.* a room or group of rooms). Students with after-hours access privileges may not facilitate the entry of others (students or otherwise) into the buildings.
- After-hours, students should only be in departmental study/work spaces, or in department-managed lab spaces that have been deemed safe for after-hours access (as determined by each Academic Department). Students should not access or attempt to access any space which a Department has not designated as appropriate for after-hours access.
- Students should not work alone. Students must follow their Academic Department's procedures for safe after-hours work in research spaces.
- Students should be respectful and courteous of the housekeeping staff as they work to maintain a clean and safe environment for our use. To facilitate housekeeping access, students should avoid public spaces such as hallways and classrooms during after-hours periods.

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- 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
- Students are subject to conduct charges with OSARP and possibly criminal charges for violations of these rules (depending on type and severity of violation).

Failure to follow these rules will result in loss of building access privileges.

By signing this form, you agree to follow the Building Rules listed above and acknowledge that your after-hours presence in these buildings 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.

Student Signature: _____

Advisor Name (print clearly): _____

Advisor Signature: _____

*If student workshop (2350) access is requested, please have Faculty Advisor document reason, and any completed training on this form in the space below.