



MISSISSIPPI STATE UNIVERSITY™ HOUSING AND RESIDENCE LIFE

Residence Hall Access Request Form

Department: _____

Vendor: _____

Contact Person

Name: _____

Business Address: _____
Street Address City State ZIP Code

Phone: _____ Fax: _____

Email Address: _____

Card Access

Check buildings where access is needed:

- | | | | | | |
|-------------------------------------|----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Cresswell | <input type="checkbox"/> Dogwood | <input type="checkbox"/> Herbert | <input type="checkbox"/> Magnolia | <input type="checkbox"/> Nunnelee | <input type="checkbox"/> Ruby |
| <input type="checkbox"/> Critz | <input type="checkbox"/> Griffis | <input type="checkbox"/> Hull | <input type="checkbox"/> McKee | <input type="checkbox"/> Oak | <input type="checkbox"/> Sessums |
| <input type="checkbox"/> Deavenport | <input type="checkbox"/> Hathorn | <input type="checkbox"/> Hurst | <input type="checkbox"/> Moseley | <input type="checkbox"/> Rice | <input type="checkbox"/> Butler Guest House |

Reason for access: _____

Start Date:

End Date:

1. Cardholder Name: _____

2. Cardholder Name: _____

Department Head Approved: Yes No

Department Head Name

Department Head Signature

Date



MISSISSIPPI STATE UNIVERSITY™

HOUSING AND RESIDENCE LIFE

Terms and Rules of Temporary Access Card Use

Each cardholder should abide by the following rules while accessing any residence hall at Mississippi State University Campus:

1. All cardholders must complete a background check prior to receiving a temporary access card.
2. Temporary access cards cannot be shared with anyone else. Only the assigned cardholder is allowed to use the temporary access card.
3. Entrance doors should not be held open for others or propped open at any time.
4. Departments or vendors must not enter student occupied residence halls before 10:00 am, unless the work order or contract states otherwise.
5. Temporary access cards should be used for business purposes only.
6. Mississippi State University is a smoke-free campus. Smoking is prohibited any where on the Mississippi State University campus including residence halls.
7. Alcohol and weapons are also prohibited on the Mississippi State University campus.
8. Temporary Access Cards are only to be used at residence halls where access has been granted. The card access system records when someone uses a temporary access card on any building on campus.
9. Unauthorized/misuse of a temporary access card or violations of Mississippi State University rules could result in access being revoked.
10. Lost or theft of temporary access cards should be reported IMMEDIATELY to Department of Housing and Residence Life by phone at (662)325-2143 or email at hrlnetworks@saffairs.msstate.edu. Non-returned or replacement temporary access cards are \$15 each. Replacement of student or staff IDs should be conducted through the ITS Card Office located in Allen Hall. There is a fee for replacement of student or staff IDs.
11. The cardholder should contact Department of Residence Life Housing Facilities (662) 325-2190 for an escort into other areas as required to complete work.

By signing this agreement, I acknowledge:

- I have read, understand and accept all terms of this agreement.
- I understand that I am taking full responsibility for the access cards checked out to me and will ensure that all users of access cards in my department/company are familiar with and abide by these terms.

Department/Vendor Contact Person Signature

Date

Office Use Only:

Background Check: Completed Not Completed Current Employee Date: _____

Department of HRL Associate Director Approval: Approved Not Approved

Printed Name: _____ Signature: _____

IT OFFICE Use Only:

of cards issued: _____

Expiration Date: _____

Entered by: _____