

Request for Access Form

This form must be submitted at least 24 hours in advance of the time requested or the expected arrival of visitors. It must have the signature of the departmental head or chair, and be presented to the Security Office for approval.

POLICIES

1. All SVA and departmental policies must be adhered to at all times.
2. All overnight participants and their crew/actors/visitors must be in the building by 11:00 pm.
3. There will be absolutely no readmission after 11:00 pm.
4. You will be held fully responsible for your crew/actors/visitors.
5. All crew/actors/visitors must sign in at the security desk and leave a valid picture ID with the security officer on duty.

Print full name _____ Date in _____ Time in _____

Signature _____ Date out _____ Time out _____

Room/Studio/Facility _____ Department _____

Visitor List – Print full names

Dept. head/Chair _____ Date _____

Directory of Security _____ Date _____

I understand and agree with SVA's policies as stated in the student and visitors handbook.

I accept full responsibility for any crew/actors/visitors and their adherence to these policies.

I understand that noncompliance with these policies may result in disciplinary sanctions being imposed on me.

Signature _____ Date _____