

FACILITY ACCESS FORM

Please return a completed copy of this form to facilityaccess@rctc.edu

PURPOSE: To grant authority for an individual to access College locations during times when those locations are locked. Such authorization acknowledges that the individual to whom access is assigned has the authority and the functional responsibility to enter those locations. The person to whom access is being granted must read and agree to comply with [RCTC Policy 5.23.1](#) prior to receiving the access requested. This form is administered by Finance and Facilities who will record the approval of such access requests and maintain this document in their files.

RESTRICTIONS:

- This facility authorization grants access only to the Requestor named on this form.
- Access is limited to the areas approved on this form.
- Access is restricted to the specified and approved days and times.
- Access to the facility will be for the approved purpose and by the approved means, as determined by Finance and Facilities.

LOST OR STOLEN KEY/KEYCARDS:

- The loss of a key/keycard must be reported immediately to Finance and Facilities by the individual to whom the key/access card has been issued. Completion of a new form will be required.

ACCESS CHANGES:

- If access needs to be changed from those which have been granted herein, the said individual will notify Finance and Facilities for completion of a new Facility Access Form.

*All fields below are required unless otherwise noted

Name of Requestor (Print): _____ Date of Request: _____

Phone Number: _____ (Optional) Email: _____

Department / Company: _____

Name of Immediate Supervisor (Print): _____

(Optional) Names of individuals that may access key/key card on your behalf: _____

Area(s) Requestor Needs Access To: _____

Justification for Access: _____

Days Access Is Required:

Dates Access Is Required:

From: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday To: _____

KEY AND PROXIMITY CARD ACCESS

As specified in [RCTC Policy 5.23.1](#), the loss of a key/card can create a major security issue. Any lost key/card must be reported immediately by the individual to the supervisor, Security Office, and Physical Plant Director. Failure to report the loss is a serious violation of this policy and may result in disciplinary action and/or termination. Any individual who loses keys/cards, may be assessed a charge that could include up to the cost to rekey as a preventative measure.

A third party individual, vendor, contractor (who is not a tenant of the campus), must complete and sign a Facility Access Form, and submit to the Campus Safety and Security Office prior to accessing the facilities (a Valid Driver's License may be retained by the College until key/card taken upon issuance are returned). Keys/cards provided to a vendor, and not returned, may result in a breach of campus security and any re-keying, as a preventative measure, will be done at the expense of the third party vendor/contractor.

ACCEPTANCE:

Key fees are as follows:

- Building Masker Key: \$250 each
- All other key/key cards: \$50 each

*A 48 hour ADVANCE NOTICE is required in order for the Requestor to obtain access to College locations during times when those locations are locked.

For questions and comments, please email facilityaccess@rctc.edu

- For key cards, please contact the Security office at 507-280-3175 or facilityaccess@rctc.edu / Security Office hours: M-F 7AM - 10PM
- For all other keys, please contact the Business office at 507-280-2969 or facilityaccess@rctc.edu / Business Office hours: M-F 8AM - 4:30PM

I have been advised of [RCTC Policy 5.23.1](#), and am aware of my responsibilities in requesting access. In accepting keys and/or keycards from Finance and Facilities, I agree to comply in full with the terms specified above and all related College policies.

Requestor Signature: _____ Date: _____

RCTC OFFICE USE ONLY:

Approved By: Project Manager/Physical Plant Director _____ CIO/Projects & Events Lead _____ Date: _____

Photo Verification: Yes No