

# GRCC Extended Building Access Request Form

## Pursuant to Policy 14.14

Date Requested: \_\_\_\_\_

### Building Access Information

All employees have general access to most GRCC buildings:

- Monday–Thursday 6 a.m.–11 p.m.
- Friday 6 a.m.–10 p.m.
- Saturday 6 a.m.–5 p.m.

Full-time faculty and Meet and Confer employees level 16 and above will also have access:

- Sunday 9 a.m.–5 p.m.

### Extended Building Access Request

Other employees may request access for early morning beginning at 5 a.m. and/or Sunday access from 9 a.m.–5 p.m. by completing this form. The form must be approved and signed by the employee’s Executive Director or Dean and then submitted to GRCC Campus Police. Extended access needs to be renewed annually, at the start of the academic year.

Name (Please print first and last.): \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Access requested:      Early Morning      Sunday

Justification for request:

### Authorized Signatures

Executive Director/Dean (Please Print): \_\_\_\_\_

Executive Director/Dean Signature: \_\_\_\_\_

Chief of Police Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Submission Instructions

You must return this form in one of the following ways:

Print and mail OR return to: GRCC Campus Police  
 25 Lyon St. NE  
 Grand Rapids, MI 49503-3295

OR FAX to: (616) 234–4962

OR scan/email to: [mmbarnum@grcc.edu](mailto:mmbarnum@grcc.edu)

