



Rudman/Spaulding Hall Card Key Authorization Form

In order to gain access to Rudman and Spaulding Halls during certain hours, you must complete this **Card Key Authorization Form** and the **Rudman and Spaulding Hall Cardkey User's Agreement (Appendix A)**. Rudman and Spaulding Halls are locked each evening and on weekends and holidays. Access to these buildings during such times will be restricted to individuals who have been granted authorization and access via the card-lock system. Complete all sections of this form if you require access to these facilities.

SECTION 1: NAME

First _____ Middle _____
Last _____ Maiden / Suffix _____

SECTION 2: CURRENT ADDRESS

Street _____ Apartment / Ste. _____
City _____ State _____ Zip _____

SECTION 3: PREVIOUS ADDRESS

Street _____ Apartment / Ste. _____
City _____ State _____ Zip _____

SECTION 4: PERSONAL INFORMATION

Are you a citizen of the United States? YES NO

If NO, indicate your country of origin: _____

Are you a Lawful Permanent Resident? YES NO

If NO, what is your current U.S. Visa/Immigration Status: _____

UNH STATUS: Faculty Undergraduate Student Contract Employee (e.g., GCA)
 Staff Graduate Student Non-Status Employee
 Visitor / Guest Other: _____

SECTION 5: REASON FOR REQUESTING ACCESS

Please provide the reason why you are requesting access: _____

SECTION 6: LOCATIONS

Which areas / rooms in the building will you require access? (Check all that apply.)

- Building Entry Locations Rudman Hall, Room G-40 Rudman Hall, Second Floor
 Rudman Hall, Room G-30 Rudman Hall, Room G-44

SECTION 7: CONTACT INFORMATION

E-mail Address _____ Telephone # _____

SECTION 8: APPLICANT SIGNATURE

I certify that the above information is accurate and true.

Printed Name _____ Signature _____
UNH ID # _____ Date _____
Supervisor _____ Department _____

SECTION 9: SUPERVISOR SIGNATURE

I hereby grant approval for the above listed applicant.

Printed Name _____ Signature _____
Title _____ Department _____
Activation Date _____ Deactivation Date* _____

* The deactivation date may not be >2 years from date of activation.

SECTION 10: CHAIR /DIRECTOR SIGNATURE

Printed Name _____ Signature _____

SECTION 11: IBC CHAIR OR EH&S DIRECTOR SIGNATURE

I hereby grant approval for the above listed applicant.

Printed Name _____ Signature _____

SECTION 12: CARDKEY ADMINISTRATOR SIGNATURE

Printed Name _____ Signature _____

OFFICIAL USE ONLY

Account: _____ Authorized: YES NO

APPENDIX A

Rudman and Spaulding Hall Biosecurity Policy

- I. General. Rudman and Spaulding Halls are locked each evening and on weekends and holidays. Access to these buildings during such times is restricted to individuals who have been granted authorization and access via the cardkey lock system. The cardkey approval process and the policies pertaining to special events or situations for these buildings are described below.
- II. Authorization of individuals for cardkey access.
 - a. Requests for cardkey authorization are initiated at the department level. Requesting individuals must complete the “Rudman and Spaulding Hall Cardkey User’s Agreement” and one of the following documents:
 - 1) Level I - General Entrance Card Key Authorization Form; or
 - 2) Level II - Second Floor Research Corridor Access Card Key Authorization Form.
 - b. After the Applicant and Supervisor sign the forms, they must be forwarded to the Department Chair or Program Director.
 - c. If approved, the Department Chair/Program Director must sign and forward the forms to the COLSA Cardkey Administrator.
 - d. For Level II clearance (after the Applicant, Supervisor, and Program Director/Department Chair have signed the UNH Card Key Authorization Form) the Applicant must forward the application to the Institutional Biosafety Committee (IBC) Chair for approval. Upon approval from the IBC Chair, the card readers will be sent to the Cardkey Administrator to be programmed to accept the applicant’s identification card.
 - e. When an individual leaves the University or when access is no longer required, the cardholder will contact their Supervisor and request that the card be de-activated.
- III. Special situations or events
 - a. Guest Cards and a log book will be maintained in each Rudman/Spaulding department office for use when approved individuals (i.e., those with authorized cardkey access) are entertaining visitors or guests during those periods when general building access is restricted (e.g., a grad student with card access wishes to show his/her lab to a visiting family member on a weekend, a faculty member wishes to show a lab to a visiting colleague, etc.). The host in such circumstances is responsible for completing the log entry book and filling out a guest I.D. card (to be worn by the visitor), and accepts responsibility for accompanying the guest during the visit. Visiting scientists/students working in labs for short periods will also be issued a guest card (an authorized I.D. card can be issued for those needing access for longer periods, via the process outlined above).
 - b. Unlocking the building(s) for special activities. Spaulding and Rudman Halls are often used for special conferences, workshops, and tours for prospective students by Admission’s Office personnel, class review sessions, etc. during periods when these buildings would otherwise be locked. To accommodate such needs, a request to have a building unlocked should be directed in writing (email is preferred) to the COLSA Cardkey Administrator. Campus Security and the requesting individual will be notified of approval. When the Cardkey Administrator receives the request, he/she will program the exterior doors of the building to be unlocked.

Rudman and Spaulding Hall Cardkey User's Agreement

As a condition under which cardkey access is granted, the undersigned agrees to abide by the following terms and conditions:

1. Cardkey access is granted for sole use by the cardkey holder. The undersigned agrees not to loan this card for use by others, and agrees to notify the COLSA Cardkey Administrator immediately in the event of the loss or theft of his/her UNH I.D. card.
2. The cardkey holder agrees that he/she will not open doors or prop doors open to allow unauthorized persons to enter Rudman or Spaulding Halls during those times during which access to these buildings is restricted to cardkey holders.
3. Should the cardkey holder wish to entertain guests/visitors during a restricted period(s), the cardkey holder will make an entry into the "Guest Log Book" maintained in his/her departmental office and will provide the visitor with a "Guest Card" that is to be worn by the visitor. The cardkey holder also accepts responsibility for accompanying the visitor during the visit.
4. The cardkey holder will request their cardkey access be deactivated upon leaving the University or when access is no longer needed.

I have read, understand and agree to abide by the terms under which I have been granted cardkey access to Rudman and Spaulding Halls.

Signature: _____ Date: _____