|  |
| --- |
| **VISITORS & SPECIAL EVENTS** (Multiple names on one form must all have identical access) |
| [ ]  **ADD ACCESS** | [ ]  **EXTEND ACCESS** | [ ]  **REMOVE ACCESS** | [ ]  **DELETE KEY & PROFILE** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **GROUP OR EVENT** | **NAME: KEY HOLDER** | **DEPT OR SPONSOR** | **KEY START DATE** | **KEY EXPIRY DATE** | **DAYS OF WEEK** |
|  |  |  |  | MM-DD-YYYY | MM-DD-YYYY | M | T | W | R | F | S | S |
| 1 |  |  |  |  |  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 2 |  |  |  |  |  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 3 |  |  |  |  |  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 4 |  |  |  |  |  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| 5 |  |  |  |  |  |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  | **BUILDING NAME:** | START DATE:MM-DD-YYYY | EXPIRY DATE:MM-DD-YYYY | 24 HRS | 6AMTo10PM |
| 1 |  |  |  |  |[ ] [ ]
| 2 |  |  |  |  |[ ] [ ]
| 3 |  |  |  |  |[ ] [ ]
|  | **DOORS:** | START DATE:MM-DD-YYYY | EXPIRY DATE:MM-DD-YYYY | 24 HRS | 6AMTo10PM |
|  | **BLDG** | **ROOM NUMBERS** |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 2 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 3 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 4 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 5 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 6 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 7 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 8 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 9 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]
| 10 |  |  |  |  |  |  |  |  |  |  |  |[ ] [ ]

|  |  |
| --- | --- |
| **Additional Info:** |  |

ACCESS REQUESTS MUST BE COMPLETED BY YOUR DEPT’S DESIGNATED SALTO APPROVER

|  |  |
| --- | --- |
| **DEPT APPROVER INFO:** |  |
| FIRST NAME: |  |
| LAST NAME: |  |
| DEPARTMENT: |  |
| EMAIL: |  |
| PHONE: |  |