

Fall 2021 - Campus Access Request Form

Name: _____ Department/Office: _____

Title: _____ Supervisor: _____

Email: _____ Pref. Phone: _____

Employee ID: _____

Instructions

For one-time access: Fill out Option A and submit to conferences@simmons.edu. They will be in touch with instructions and a space assignment, if necessary.

For ongoing access: Fill out Option B and send to the necessary approver (College Dean for faculty, department VP for staff). The approver will add their name and forward the approved form to conferences@simmons.edu. They will be in touch with instructions and a space assignment, if necessary. *Personnel who have been working on campus before July 2021 are exempt from completing this form.*

Option A: For One-Time Campus Access

Note: Even if you expect to return to campus again later in the semester for one of the below reasons, please fill out the form again for that trip, as spaces and access may change.

Requested date: _____

Expected arrival & departure times: _____

What spaces will you need to access?

Personal office

Office Number: _____ (if you're moving, use your old office)

Video recording space [to be assigned based on availability]

Classroom [to be assigned based on availability]

If you are bringing a guest, please provide their name: _____

Guests will be asked to comply with all mask-wearing, physical distancing, and other health protocols. Limit one guest.

Other comments or requests:

Option B: For Ongoing Campus Access

Frequency you expect to visit campus: _____

Expected start date: _____ Expected end date: _____

Will you need to reserve a space?

Yes, I need to receive a space assignment

Space requirements (technology, white board, etc.):

No, I have already been assigned a space

Room number: _____

Other comments or requests:

Any ongoing access requests must be approved by a Dean or VP.

This request is approved by: _____ Date: _____

Once approved, please send to conferences@simmons.edu.

Once your request is received, you will receive more information about protocols and requirements for coming to campus. You will be expected to comply with all health and safety protocols. If you have any questions, contact preparedness@simmons.edu.