



Submit the completed form to Student Center Office;
second floor Carrier Center.
For questions or concerns please call 423-439-6824.

Request for After Hour Access of The D. P. Culp Student Center

Current D. P. Culp Operational Hours are as Follows:

Fall/Spring Operational Hours: 6:30 a.m. – 12:00 midnight 7 days a week (excludes holidays and breaks)

Summer Operational Hours: 7:30 a.m. – 7:00 p.m. Mon. – Fri. Closed on weekends (excludes holidays and breaks)

Department: _____

Department Head	Email	Contact Number
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List departmental employees that need long term access outside normal operational hours:

- | | | |
|-------------------|--------------|--|
| 1. Employee Name: | Employee ID: | Start date (for temporary access, add ending date) |
| 2. Employee Name: | Employee ID: | Start date (for temporary access, add ending date) |
| 3. Employee Name: | Employee ID: | Start date (for temporary access, add ending date) |

A. Justification

Justification regarding why employee(s) would need access after normal operational building hours.

Employee 1.)

Employee 2.)

Employee 3.)

B. Signature

By signing, I certify that all information documented is complete and correct.

Director Signature	Date
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Student Center Department Use Below

Approved/Denied	Date
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