



DC Smith Instructional Greenhouse

Authorization for After-hours Access

Name: _____ Home Department _____

University ID No.: _____ Faculty Staff Grad Undergrad

E-mail address: _____ Phone: _____

Course Number and Title: _____

Students please complete the following:

Project begin date: _____ End date: _____

Advisor name: _____ Phone: _____

Advisor signature: _____ Date: _____

DC Smith Greenhouse Access Policy

A. Normal working hours for the DC Smith Greenhouse are 8:00 a.m.- 4:30 p.m., Monday through Friday.

B. The main entrance at the DC Smith Greenhouse is unlocked from 8:00 a.m.- 4:30 p.m., Monday through Friday. All other times are considered "after hours." Doors will be locked on U.S. holidays.

C. All users are required to keep the greenhouse doors locked after hours, that is, after 4:30 p.m. weekdays and at all times on weekends. Greenhouse users must check the doors after they exit to ensure that they are locked.

D. Access from 4:30 p.m. to 8 p.m on weekdays and from 7:00a.m. until 8:00p.m. on weekends will be available only through authorization by the greenhouse manager. For access after hours, students, staff or faculty must activate ID cards in order to obtain entry via the electronic security system. The electronic security system is active on the rear greenhouse entrance only.

E. After-hours access is authorized only for the individual identified on the University "Swipe" card and may not be used by anyone other than the authorized individual. Swipe cards should not be loaned to anyone. Loaning your swipe card to allow unauthorized person(s) to enter the greenhouse may result in loss of greenhouse access. If a greenhouse user has difficulty entering the greenhouse, they should call campus security at 262-2957 to be let into the greenhouse.

F. The doors between the DC Smith Greenhouse and the Plant Sciences Building will be locked after normal working hours for Plant Sciences. Users working in the building after hours should be aware that the DC Smith Greenhouse does not have bathroom facilities or drinking fountains and plan appropriately.

I have read and understood the above and agree to abide by these rules.

Signed: _____ Date: _____

Greenhouse Manager: _____ Date: _____

Office Use Only: Activated _____ Deactivated _____