

Access Request Form For Card Accessible Areas

Date of request: / /

Name of authorized person making request:

Contact numbers:

Specific area(s) of request: (i.e. room #, area)

Specific start date(s):

Specific end date(s):

Specific times for access: (e.g. 8:00 am to 10:00 pm/ Monday through Friday)

Name / names for person (s) allowed access. Attach list if necessary.

Please avoid the use of nicknames. Include id numbers when available.

Requests must be submitted 48 hours in advance and may only be submitted by authorized representatives of respective departments. Card Access does not manage room reservations or equipment set up. If you are requesting use of space outside your department Card Access requires approval from the department managing that space prior to any privilege being granted.

All sections must be completed or the form will be returned, possibly delaying assignment of privileges.

Completed request forms may be printed and faxed to the Card Access office at (401) 277-4968 or can be sent via inter-office mail. As this information is time based be certain to allow ample time for processing.

Thank you,
Richard Tamborelli
Card Access Coordinator
(401) 277-4960
Rtambore@risd.edu