

## **Building Hours Exception Request**

Academic buildings at Rhode Island School of Design are generally open for student use during Fall and Spring semesters between the hours of 8:00 a.m. and 2:00 a.m. with certain buildings accessible all night two days a week. Wintersession hours are generally 8:00 a.m. to midnight. Students are expected to plan their work so it can be completed during regular building hours. If there is an academic reason for an exception, a faculty member must request it on behalf of the student or students, and get approval from the Department Head and the Director of Public Safety.

Exceptions must be approved in advance so that safety personnel can be informed. No approvals will be granted on the day of the request.

Exceptions will be granted only if the student or students agree not to work alone and agree to keep building and studio doors locked. If safety officers find students working alone or if doors are propped open they may ask the student to leave even if an exception has been granted. Students should be alert to their surroundings and report any suspicious person, activity or circumstance to Public Safety at extension 6666.

---

Faculty member requesting the exception:

Academic reason for the request:

Student(s) – please provide name, e-mail address, local phone number

Specific **date(s) and time(s)** of the extended hours requested:

Building:

Room:

---

By signing this form the faculty member confirms that the information is correct and that the students agree to the conditions listed above.

---

*Faculty member's name – please print*

---

*Faculty member's signature*

---

*Date*

**Approved by:**

**Department Head**

---

*Date*

**Academic Affair**

---

*Date*

**Public Safety**

---

*Date*

*Public Safety will send a copy of the approved form to the Academic Facilities Manager and to the Dean of the division.*

*Department Heads may approve requests to use only those spaces and facilities that the department schedules and maintains. A department head may not approve a request to use another department's facilities.*