

HPNP BUILDING USE AUTHORIZATION FORM

This form must be filled out and emailed to the Security Team, PHHP-BUILDING-SECURITY-L@lists.ufl.edu two working days prior to event.

PERSON AUTHORIZING USE OF BUILDING/ ROOM

PHONE	352.273.6457	EMAIL:	HPNP-room-request@php.ufl.edu		
EVENT OR REASON FOR BUILDING USE:					
BUILDING TO BE UNLOCKED: Health Professions Nursing and Pharmacy (HPNP) #212					
ROOM(S) TO BE UNLOCKED:					
DATE(S):		UNLOCK TIME:		LOCK TIME:	
DATE(S):		UNLOCK TIME:		LOCK TIME:	
DATE(S):		UNLOCK TIME:		LOCK TIME:	
DATE(S):		UNLOCK TIME:		LOCK TIME:	
DATE(S):		UNLOCK TIME:		LOCK TIME:	

CONTACT / RESPONSIBLE PARTY INFORMATION
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NAME:		UFID#		PHONE #:	
NAME:		UFID#		PHONE #:	
NAME		UFID#		PHONE #:	
OFFICE OR CONTACT LOCATION:					
LOCATION OR HOW TO CONTACT DURING EVENT:					

PROCEDURE

The contact /responsible party will notify UF Police by calling 392-1111 once on the premises. This may require that you arrive prior to the time your event is actually scheduled. To expedite this process, please have your driver license or UF identification to present to the UF Police official that responds to unlock your door(s). Once the event concludes you are to contact UF Police to respond and assist you in making a cursory check of the area to ensure that all guests/visitors have left the premises. This form needs to be submitted two working days prior to the event.

COMMENTS: