



OVERNIGHT ACCESS PERMIT

Permission for overnight access to either 700 Beacon or 601 Newbury will be granted on a day-by-day basis. No blanket permission can be considered for safety and security reasons.

Student's name (please print): _____

Date for overnight access: _____

Building and room where you wish to work: _____

Planned activity (note any school equipment to be used): _____

Note any appropriate remarks, specifications or limitations: _____

Student signature: _____ **Date:** _____

I have read and understand the rules listed on the back of this form.

- Hand this form in to the 700 Beacon Security Desk by 12:00 Midnight of the date access is requested. **YOU MUST BE IN THE BUILDING BY 12:00 MIDNIGHT OR YOU WILL NOT BE GRANTED ACCESS.**
- In case of emergency, call x6666 (Security Desk at 700 Beacon) or Lesley University Security (617-349-8888). In the event of a building emergency (fire, etc.) you should leave through the nearest exit and move away from the building. Do not re-enter the building until the responding emergency team indicates it is safe to do so.

Rules for Use of the Art Institute Buildings During Overnight Access

IMPORTANT! Read the following regulations and sign and date this form before handing it in to the Security Desk.

- Anything that creates a safety hazard, is damaging to AIB property or is illegal will not be permitted.

- To leave the building, call x6666 and ask the Security Officer on duty to come and let you out. **WHEN WORKING AFTER HOURS, DO NOT ATTEMPT TO LEAVE THE BUILDING BY YOURSELF. ONCE OUT OF THE BUILDING, YOU CANNOT REENTER.**

- While in the building, the following points must be observed:
 - Activities must be confined to designated studio and lounge areas.
 - No windows or doors to the outside may be opened.
 - No cooking, alcohol or drugs. All food must be brought in before the building is locked at 12:00 Midnight.
 - Report any accident to the security guard immediately.

- You are responsible for ALL equipment, both what you have signed out and what is in the room or general area that you are using.

- You are responsible for inquiring about and abiding by any further rules and requirements of the Lab areas.

- Only those persons who have received approval will be allowed in the buildings.

- Any deviation from these regulations will invalidate the student's privilege to work after hours and can result in other disciplinary actions.

Spring 2011 Overnight Access Dates:

Saturday, March 26th
Saturday, April 9th
Friday, April 29th *
Saturday, April 30th
Saturday, May 7th **
Sunday, May 8th

* The building will open at 8:00 a.m. on Friday, April 29th and remain open until normal closing hours Sunday evening.

** The building will open at 8:00 a.m. on Saturday, May 7th and remain open until normal closing hours Monday evening.