

Health Science Center Access Acknowledgment of Receipt and Responsibility

The academic professional program in which I am enrolled maintains laboratories and other facilities in the Health Science Center. The program makes this space and other general access work and study areas available to program students through swipe card entry to the Health Science Center (HSC) and access codes for digital keypads on selected laboratories. Students are encouraged to use these academic resources to build their knowledge and clinical skills while in the program. With this access comes the professional responsibility of maintaining the integrity, security and orderliness of these facilities and equipment, and assuring appropriate use of these facilities. To that end, I acknowledge having received the swipe card and access codes that allow me to use these facilities and **agree to abide by the following usage guidelines:**

- This access is for my own use and I will not extend my access to students in other programs, friends, family, acquaintances or strangers. This includes not allowing anyone following behind me into the building without them first having swiped their card to gain access to the building. Use of swipe cards is one mechanism by which responsibility for the contents of the building is monitored.
- I will confine my use of these facilities to my own academic and professional development rather than personal, social or recreational purposes.
- I will only enter areas in which I have legitimate study needs.
- When I use or move furniture or equipment in the course of my access to the building, I have the responsibility to return it to its original condition and location. I will properly dispose of all trash and will not eat/drink in areas where eating/drinking is prohibited.
- I will not remove equipment from the building without prior faculty/staff approval.
- I have responsibility to appropriately care for equipment. Should equipment be lost or damaged while I am in the building, I am aware that I may be held responsible for part or all of the replacement/repair costs.
- I have the responsibility to report to the appropriate authorities (which include building security and program faculty and staff) any access or activities in the building that I believe *may* be inappropriate. Such activities might include but are not limited to the following:
 - Use of the building by persons who have not been provided legitimate access,
 - Use of the building for purposes other than academic and professional development,
 - Use of computers for non-educational activities, and
 - Activities that are against the law, building, university or program policies.
- To protect my safety, I:
 - Have been strongly advised to use a buddy system – only entering, leaving, and studying in the building in pairs or groups
 - Will not sleep/nap in the building especially if no other person is present to ensure my safety
- In order to retain the privilege of use of the swipe card, electronic access to HSC rooms, and building access, I must:
 - Abide by all of the previous regulations
 - Honor the building hours that are set – leaving when the hours are over without disagreement
 - Allow custodial staff and other workers access to the rooms without argument so that they can complete their duties
- Finally, I agree understand that these cards may be de-activated or revoked at any time if misuse occurs.

Signature

Date

Print Name