



411 Bartow Avenue NW, Kennesaw, Georgia 30144
(470) 578-6139 | arts.kennesaw.edu/visual-arts

Student Agreement for 24/7 Access

Name _____ KSU I.D.# _____

Email _____ Phone # _____

I understand that by applying for 24/7 Access to the School of Art and Design, I accept the following terms and responsibilities

- Students must have been accepted into a concentration.
- Students must apply to a Faculty Sponsor and be approved by the 24/7 Access Committee.
- Students are required to submit to a confidential background check conducted by Human Resources at Kennesaw State University.
- Student will be required to attend a comprehensive safety class conducted by the Department's Studio Technicians.
- Your student ID card will provide access to the front door and to selected studios after normal hours. There is no access during times when the campus is closed. Access times begin on the first day of classes during Fall Semester and ceases Spring Semester on next to the last day of finals. There is no 24/7 Access during May and Summer Semester.
- Students must follow all departmental and university rules and policies including campus drug/alcohol and smoking policies and the individual studio policies on eating in the space.
- Students must follow all posted rules for individual studios and may not engage in any disruptive behavior.
- Student I.D. must be carried at all times and be presented upon request to faculty, staff and/or police.
- Under no circumstances may students allow entry to any unauthorized persons who have not applied for and been accepted into the 24/7 Access Program. This includes, friends, spouses, significant others, children and pets.
- Students must obey instructions from staff, student assistants and police. Respect their authority.
- All power tools will be locked up (unless a professor or technician is present).
- Students will be required to carry their cell phones and should immediately report any problems to the campus police (470-578-6666 or non-emergencies at 470-578-6206).
- The studios must be cleaned and ready for classes. This includes putting furniture and other equipment back in their proper places.
- Any violation of these rules and policies will result in termination of access privileges.
- Loans or significant misuse of cards may result in judiciary charges up to and including dismissal from the university.

Student's Signature

Date



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Application for 24/7 Access

Instructions for Applying to 24/7 Access | Deadline: October 2, 2017

1. Print out application form and fill out completely. There is no need for a faculty sponsor to sign it.
2. Scan this fully-completed form and e-mail to jdziejow@kennesaw.edu or bring to office 223-B. If no one is in this office please slide under the door. *Do not leave forms at the Main Office!*
3. After this application has been approved (1-2 business days) instructions will be e-mailed to you about how to submit and pay for a background check. The cost for the background check is \$22.00 (Cash Only).
4. Applicants will be notified of whether or not they have passed the background check 5-10 days after submitting the form.

Date: _____ Date of Applicant's Birth: _____

Name of Applicant: _____
(Print Clearly)

KSU I.D# _____

Email: _____ Phone # _____

Emergency Contact Phone # _____ Contact Name/Relation: _____

Declared Concentration (If you are a split Concentration, list all):

Faculty Sponsor(s) _____

Committee use only:

Accepted: Yes ___ No ___ Date _____

Background Check: _____ Date Completed _____

Agreement/Contract: _____ Date Completed _____