



College of Science
Faculty/Staff Bronco Card Access Request

Please type form or print clearly in ink.

Form with fields: Faculty/Staff Name (print), CPP Email Address, Bronco ID Number, Department, Purpose (research, lab work, assigned classroom, etc), End Date, Bldg/Room(s), Times (ie 8am-5 pm or 24/7)

Room access is a privilege and you have a responsibility to protect space at all times:

- Use your Bronco Card for access for yourself only. Do not admit others not authorized for access.
• Report lost cards immediately to the Dean's Office; you are responsible for damages and losses until your card is reported lost.
• Shut doors to keep building secure and do not prop open doors or tamper with the lock system.
• Do not use doors marked "emergency exit" except in an emergency.
• Use facilities for intended purpose only and be responsible; always clean up after yourself upon leaving.
• Make sure all doors are closed and latched when leaving.

Failure to follow rules will result in immediate denial of access.

I understand and accept this responsibility

Faculty/Staff (print name) Signature Date

Chair/Director (print name) Signature Date

Alison Baski

Dean's Office (print name) Signature Date

Department should send completed forms to sci_dean@cpp.edu.