

Richfield Public Schools Building Access Request Form

Name: _____

Primary Building: _____

Employee ID Number: _____

District wide building business hours are Monday through Friday, from 6:00 AM to 9:00 PM. According to the District Identification/Access Card Guidelines, entrance rights at other times will be limited and granted only to those requiring routine access to buildings outside of the regular access hours.

Please indicate the building for which you are requesting additional access and the time frame for which access is needed:

Start Time: _____ AM / PM

End Time: _____ AM / PM

High School

RDLS

Middle School

R-STEM

Centennial Elementary

Sheridan Hills Elementary

Central School

District Office

By signing this agreement, I understand that I may be held liable for any building alarms triggered during after-hours access which could result in an assessment of up to \$100.00. I am also aware that I am responsible for any unauthorized access with my access card credentials.

Requestor's Signature

Date

Supervisor's Signature

Date

Director of Facilities & Transportation Signature

Date