

# UW Bothell Husky Hall Student Access Request

Instructions: To request access, the student completes and signs Part I and an authorized faculty or staff member completes and signs Part II. The faculty sponsor returns the form to HH1420 to obtain approval from the Building Coordination Liaison, who will secure the necessary permits and cards. Questions may be directed to Susan Smith at 425-352-3689 or [ssmith@uwb.edu](mailto:ssmith@uwb.edu).

## Part I: Student Information

(completed by student)

Student Name	Student No.
E-mail Address	Phone (day) (evening)

I have read, understood, and agree to abide by all applicable building and lab use policies. I understand that failure to comply with these policies will result in immediate revocation of access privileges.

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

## Part II: Requested Access and Policy Compliance

(completed by supervising faculty or staff member)

Faculty/Staff Name	Access Hours (check one only) <input type="radio"/> 6 p.m.-10 p.m. _____ <input type="radio"/> 24-hour daily <input type="radio"/> other (specify other below )
Quarter and Year	

Space Access  
(check one only)

- ☐ Husky Hall public spaces only. I have provided the student with a copy of the Husky Hall After-Hours Building Use Policy.
- ☐ Husky Hall 1160B UWAVE Studio. I have provided the student with a copy of the Husky Hall After-Hours Building Use Policy.
- ☐ Husky Hall 1210 Student Publications office. I have provided the student with a copy of the Husky Hall After-Hours Building Use Policy.

I certify that this student has an academic need for the access requested and has received appropriate policy guidance and training as specified above.

\_\_\_\_\_  
(faculty/staff signature)

\_\_\_\_\_  
(date)

## Part III: Approval

(completed by Building Coordination Liaison)

I approve the access detailed above.

\_\_\_\_\_  
(faculty/staff signature)

\_\_\_\_\_  
(date)