

# Department of Public Safety LOCK/UNLOCK Request Form

Submit **COMPLETED** Form 24 Hours in Advance of the Requested Lock/Unlock Time

Return by Fax 609-258-9773 or by email [dpsfax@princeton.edu](mailto:dpsfax@princeton.edu)

**LAST MINUTE ARRANGEMENTS AND/OR CHANGES FOR YOUR REQUEST WILL NOT BE GUARANTEED!!!**

1. Today's Date (mm/dd/yyyy): \_\_\_\_\_
2. Contact Information: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
3. Address: \_\_\_\_\_ Department: \_\_\_\_\_
4. Telephone (primary): \_\_\_\_\_
5. Telephone (emergency): \_\_\_\_\_
6. Fax: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Organization's Name: \_\_\_\_\_
9. Status:     ☐ Faculty     ☐ Staff     ☐ Student

10. Title of Event: \_\_\_\_\_
  11. Date of Event: \_\_\_\_\_ Event Begins: \_\_\_\_\_ Event Ends: \_\_\_\_\_
  12. Location of Event: Building \_\_\_\_\_ Room Number: \_\_\_\_\_
    - Status: Is the location approved and reservation completed?:   ☐ Yes   ☐ No
    - Approved by: \_\_\_\_\_
  13. Desired time to... Unlock Doors: \_\_\_\_\_ Lock Doors: \_\_\_\_\_
  14. Location of doors to be unlocked? \_\_\_\_\_

15. Brief summary of why you need this lock/unlock request:

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**CANCELLATION POLICY: In the event of a cancellation, you must notify The Department of Public Safety at 609-258-1000 within 4 hours of the start of the event.**

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