E-Center Card Access Application

Applicant Information

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cell Phone: _____

MSU NetID: _____ Major: _____ Grad Mo/Yr: _____

Access: ☐ **101 McCool Hall Suite** ☐ **101A Corner Office** ☐ **114 Main St (Idea Shop)**

Affiliation: O Startup Team: _____ O Idea Shop Member O Employee

Access Guidelines

- Card access is required outside of normal business hours **Mon–Fri, 8am–6pm**.
- Each cardholder is permitted up to **5 guests**. Guests are the responsibility of the cardholder.
- After hour access to staff offices is prohibited without prior written permission.

Please initial each line indicating you agree and will comply with the following:

_____ I will not allow anyone access to the E-Center facilities, even if I know him/her.

_____ I will abide by and assist in enforcement of all policies in the E-Center Guidebook.

_____ I will not lend, exchange or give my MSU ID to anyone at any time.

_____ I will not prop open any doors at any time and will report suspicious or unlawful immediately to Campus Police at (662) 325-2121

_____ I will immediately report the loss of my MSU ID. Lost or non-functional MSU ID cards must be replaced at the Campus Card office in 108 Allen Hall.

_____ I understand that E-Center facilities are monitored under 24-hour video surveillance, which is used exclusively for security and law enforcement purposes.

_____ **I understand that I may be held responsible for any loss or damages resulting from my (or my guests') failure to observe or enforce any CEO policies.**

_____ _____

Applicant Signature Date

APPROVAL:

_____ _____

Authorized Signer Date

Center for Entrepreneurship & Outreach

ACCESS TO GRANT:

O Suite O Corner Office

O Idea Shop

Expiration Date: _____

Keyed Date: _____ By: _____