



Hannibal-LaGrange University  
**PUBLIC SAFETY**  
**RELEASE FOR AFTER-HOURS ACCESS FORM**

I, \_\_\_\_\_, the undersigned, a student at Hannibal-LaGrange University (HLGU), do hereby agree to the following provisions regarding my after-hours access to HLGU campus buildings:

1. My access is granted on a limited basis. Unless I need to be in a campus building after hours, I agree that I will not seek such access at any time. In the event that my circumstances change and I no longer need access to any building after hours, I hereby agree to notify Public Safety (573-248-6268) of my change of status immediately.
2. I agree that I will not allow any other person to enter any building who does not have after hour's access. I also hereby agree to immediately report to Public Safety any individual who does not have permission who is found after hours in any such campus building.
3. I also agree that in the event I am entrusted with a key to any campus building, I will return the same key once the semester is over, or before the end of the semester if my need to use the key is finished. I also agree to provide a key deposit should my department chair require one. I also hereby agree that under no circumstances will I copy any such key entrusted to me and further agree to pay all court costs, fines, damages and attorneys fees associated with any prosecution undertaken by Hannibal-LaGrange University for violating this non-copy provision. I also hereby agree to notify my supervisor(s) immediately in the event that I lose any key given to me.
4. I agree to abide by and comply with any departmental requirements that are in addition to conditions generally expressed in this release. For example, Newspaper and Yearbook students must be currently enrolled in Newspaper and Yearbook and will be allowed access to RFAC 135 and 136 for layout purposes only.
5. I agree I will not seek access to campus building after hours if I do not have my HLGU ID with me.
6. I agree that female students MUST have a security escort before leaving any campus building after hours.
7. I agree to be present and signed in to any campus building for which I am seeking after hours access before the building is closed. I also hereby agree to cooperate with building monitors in order to maintain the highest level of safety in that building.
8. I also hereby agree to secure any building I leave after hours. I also agree to notify Public Safety immediately in the event that the building I am leaving after hours cannot be secured.
9. I hereby certify that I am over the age of 18 years and that I agree to indemnify and hold harmless Hannibal-LaGrange University in the event that I should be injured in any manner while utilizing any HLGU campus building after hours.
10. I hereby acknowledge that this policy has been explained to me and that I understand this policy and each of its requirements. I hereby agree to abide by each and every term of this Release for After-Hours Access. I understand that this document is on file with the Hannibal-LaGrange University Department of Public Safety and hereby acknowledge receipt of a duplicate original copy of this agreement for my own personal records.
11. Failure to adhere to any of the requirements as set forth in this agreement shall render my after hours access privilege null and void and I further agree to immediately turn in any keys issued to me.

**SIGNATURE APPROVALS**

Student Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates for which access is approved: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_