

Access Control

Building Hours Request

This form is for electronically controlled buildings managed by UNG Card Services to submit requests for temporary or permanent building and door schedule changes that are not covered by the UNG Scheduling Program. *(Details Provided on Back of Form)*

Date Submitted

Employee Name (First and Last Name) and UNG ID Number

Department

Department Head/Supervisor Email

Building Name and Door Number(s) *(Check building is on the Dahlonega Campus Access Control List on back of form and not a part of UNG Scheduling Program before submitting this form)*

Dates for Requested Change

Hours for Open AND Close *(include AM and PM where needed)*

Reason for Request *(Note if this a request for a Permanent or Temporary change):*

Employee Signature

Date

Department Head/Building Manager Approval Section

Approved or Not Approved

If NOT Approved, Explain Why

Department Head/Building Manager Signature

Date



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UNG Card Service Completion (UNG CARD SERVICES STAFF ONLY)

Date

Access Control Building List

As Managed by UNG Card Services

- Barnes Hall
- Business Launch Pad
- Chestatee Building
- Choice Arts Complex
- Cottrell College of Business
- Downtown Office Building
- Hamp Mill Fine Arts
- Hansford Hall
- Library & Technology Center
- Observatory
- Price Memorial
- Stewart Center

Regular UNG Business Hours (Unless Otherwise Posted)

- **Monday – Thursday:** 7:45 AM – 5:30 PM
- **Friday:** 7:45 AM – 3:00 PM (12:00 PM during Summer Semester)

Event Requests

- **Before using this form ensure that your Buildings and Rooms are not on UNG Scheduling Program**
- For questions and assistance with UNG Scheduling Program portal contact [UNG Strategic Marketing and Communications](#)

Link Address: <https://ungprod.sharepoint.com/sites/myUNG/departments/university-relations/Pages/University-Events.aspx>

Temporary Building Schedule Requests

- For **buildings not on the UNG Scheduling Program**, temporary changes to the building and door schedules only require Department Head and/or Building Manager approval. The Buildings Hour Request Form must be submitted one full business day prior to the change to **UNG Card Services** card-dah@ung.edu.

Permanent Building Schedule Changes

- Requests for Permanent changes to **Academic and Administrative Building Schedules** must be submitted to card-dah@ung.edu along with a **Building Hours Request Form** approved by the Department Head and Building Manager.
- May also require Senior Leadership or Public Safety approval.
- Permanent Building schedules are reviewed each semester and are subject to change.

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format.

