

MUSIC BUILDING ACCESS UGA ID

Card entry to the Music Building after hours is authorized for HHSOM faculty, staff, and graduate students only. This policy is based on the advice provided by the Office of Legal Affairs, and compliance is expected of everyone.

The Hugh Hodgson School of Music is not responsible for unauthorized individuals in the building when it is closed. HHSOM faculty may recommend undergraduate students for keycard access to the Music Building when it is officially closed. This policy is to accommodate those students who are serious and trustworthy so that they may better accomplish their practice goals.

The applied studio teacher is in the best position to judge the need for student access on an individual basis. It is of utmost importance that the student can be trusted to not allow unauthorized individuals to enter the building.

Procedure:

1. The Security Agreement is read and signed by the student in the presence of their professor. The professor indicates their approval by signing the form. The professor must keep the form in their records in case of police inquiry, as this is the proof that the student has signed to uphold the six Music Building rules.
2. The professor emails Will Marlow (wmarlow@uga.edu) with the student's name as it appears on their UGA ID card, stating that they approve of the student having building access.
3. The student swipes their ID card at any entrance to the Music Building.
4. The student emails Mr. Marlow. Once this has been completed, Mr. Marlow activates the student's ID card and emails them a confirmation.

**Hugh Hodgson School of Music University of Georgia
Security Agreement for Extended Access**

By signing this document I hereby agree to the following terms of having access to the music building when it is officially closed:

1. I will make sure that all doors close securely and completely behind me when entering and exiting the building.
2. I will not hold the door open longer than 15 seconds when the building is closed (this triggers a silent alarm, calling the police). I understand that I am liable for payment of \$50 if the police are called.
3. I will not let anyone into the building.
4. I will not teach in the building when it is closed.
5. I will notify the campus police of any suspicious activity (706-542-2200).
6. I will treat others and the building with respect. Failure to abide by these terms will result in the loss of access privileges.

Student's Name (please print legibly) _____

Student's Signature _____ Date _____

Professor's Signature _____ Date _____

Regular Music Building Hours*

Monday – Friday 7:00 AM – 11:00 PM

Saturday 9:00 AM – 6:00 PM

Sunday 12:00 noon – 11:00 PM

**ONLY HHSOM FACULTY, STAFF, AND APPROVED STUDENTS ARE
AUTHORIZED TO BE PRESENT IN THE MUSIC BUILDING WHEN CLOSED.
UNAUTHORIZED INDIVIDUALS AND THOSE ALLOWING THEM ACCESS ARE
SUBJECT TO APPROPRIATE UNIVERSITY DISCIPLINARY PROCEDURES.**

*The Music Building is closed on holidays, home football game days, and at other times when UGA is not in session. Restricted hours apply during certain periods.