



Remote Access Request Form

Mailing Address:
Facilities Management
Access Control Center
1161 W. Samford Ave.
Auburn University, AL 36849

Physical Address:
Campus Green Parking Deck
425 Heisman Drive
Auburn University, AL

Contact us
Phone: 334-844-9446
Fax: 334-844-9434
E-mail: 4access@auburn.edu
Wed Page: www.auburn.edu/administration/facilities

Please type this form, print, obtain required signature(s) and Fax to 844-9434 at least 2 weeks in advance

Requestor Information

Name College/Office E-mail

Building Department Account # Phone

Event Information

Contact Name E-mail Office Phone Cell Phone

Building Name Room Number

Event Purpose

Event Start Date Event End Date Unlocking Time Relocking Time

Reoccurring event Occurring Explain if Other was chosen

YES

NO

Authorization

Name Date

Signature: _____

This form must be filled out completely, failure to do so may cause denial or delay of request.

You will receive e-mail conformation once the event has been scheduled by Access Control.

If you have questions please call (334) 844-9446

Office Hours: 7:30AM - 11:45AM & 12:15PM - 4:00PM Monday - Friday

If you need assistance after hours for access to the requested area please call 844-4357.