

Dear Student,

Thank you for expressing interest in gaining access to the card swipe system of Jacobus. We hope that you, your student organization, and your fellow students will use the common areas frequently. This document is to familiarize you with Jacobus Hall and the responsibilities you accept by gaining access.

Swipe access into Jacobus includes:

- Access to the large conference room

- Access to the small conference room/RSO resource room

- When swipe access is installed on the entrances, access to Jacobus itself

It does not include access to other areas with swipe access, including The Stute and or Honor Board offices; these systems are separate. Access is gained by swiping your Stevens ID card.

A record is kept of the name of each person using the campus swipe system, which includes all swipe areas on campus including those in Jacobus. In the event that there are any problems related to individuals using the room we will reference these records to determine when the damage was caused and what parties might have information about the damage.

The public rooms of Jacobus are for the Stevens community to gather together as student groups, for academic business, or other meeting purposes. These rooms are designed professional spaces, geared toward the needs of student groups.

Please familiarize yourself with the Policies and Procedures for Jacobus. They were established by the Jacobus Advisory Board, which is a committee of the SGA that oversees the management of this building. At any time you can contact the members of JAB by e-mailing JAB@stevens.edu

Access will be granted as soon as possible after the signing of this document. If a week has gone by and you have not received access please e-mail JAB so we are made aware of the problem.

A copy of this document, the access agreement, and the Policies and Procedures are available on our website, www.stevens.edu/jab .

Regina Pynn

Jacobus Advisory Board
Director of Policy and Procedures

Access Agreement

1. Access to Jacobus is a privilege, not a right. Access will be reset at the end of every academic year and must be renewed at that time or when your role in an organization changes. No student is automatically granted access to Jacobus based on a position in an RSO, the SGA, or other student organization.
2. Consumption of alcohol in Jacobus is grounds for immediate removal from the access list and may result in a permanent access ban as well as other disciplinary actions. Use of swipe access areas must comply with the Policies and Procedures for Jacobus as well as any policies set by Stevens.
3. The individual whose ID card is used for access to a room is responsible for all activity in that area. They are expected to stay with the students they let into the room or ensure that another access-eligible member of their group swipes the door open before they depart. This means that you are responsible for damages to the room. If you do not completely close the door so that it locks when you leave any individual may enter the room and damage it. You may be held responsible if this occurs.
4. Damages to the facilities or property will result in the responsible student paying for repairs or replacement. Those with access to the rooms are expected to report any damage they cause or discover to jacobusrepairs@stevens.edu.
5. In order to secure a room you must utilize the reservation system for scheduling meetings. All reserved uses of the facilities take precedence over unreserved uses. If a person or group regularly reserves a room but does not use it the group may forfeit their rights to reserving the area, though the individual responsible for the unused bookings will not lose swipe access to the room.

I, the undersigned, understand and agree to the previous rules established by the Jacobus Advisory Board and approved by the Office of Student Life. I understand that failure to comply with these rules is grounds for removal of access to Jacobus and, if the nature of the infraction breaks government or Stevens rules, I may be subject to other disciplinary measures. I understand that this access is good only for one academic year and must be renewed at the start of every fall semester.

Signature of
Swipe Applicant

Applicant's Stevens e-mail

Cell number

Date

I, the undersigned, have received this document from the applicant. This is the most recent copy of this document and all the information contained is accurate. I have offered to explain this agreement and answered all questions to the best of my ability. I understand it is my responsibility to see that this access is awarded as soon as possible.

Signature of JAB Chair of Policies or designee

Date