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**PROCEDURE FOR AFTER-HOURS ACCESS**

After-Hours Access Request Forms are available from Thomas Chalmers located on the 5th floor, area 518, New Chancellor Day Hall or from the main Faculty of Law website at <http://www.mcgill.ca/law-studies/forms#OTHER>.

The form must be filled out by the applicant and signed by the appropriate Faculty of Law member as set forth below:

1. **Visiting Professors or Fellows**: The Dean of Law or his/her delegated representative.
2. **Graduate Students**: The Student Affairs Officer or his/her delegated representative.
3. **Full Time Research Staff**: (CIPP / CHRLP / Centre Crépeau / IASL / IPLAI / Law): The supervising Professor.
4. **Research Assistants:** The supervising Professor or his/her delegated representative.
5. **Student Groups**: (MLJ, Quid Novi, MJLH, JSDLP, Innocence, Pro Bono, HRWG, CISDL): The supervising Professor or the Student Affairs Officer or his/her delegated representative.
6. **Student Associations**: (LSA) The Student Affairs Officer or his/her delegated representative; (GLSA) Associate Dean (Graduate Studies) or his/her delegated representative.

**Users should have a valid McGill ID Card, if applicable, before requesting access.**

Users who have an ID card must present themselves with the signed form and their ID card to area 518, New Chancellor Day Hall between 8:30 and 16:30.

Users who do not have a valid McGill ID Card will be issued a temporary access card upon presentation of the completed and signed After-Hours Access Request Form and a deposit of $20.00 to Margaret Baratta, New Chancellor Day Hall, room 521. If a McGill ID Card is later obtained, the temporary access card should be returned and the McGill ID Card will be programmed for after-hours access and the deposit refunded.

The after-hours access will be valid for the period stated on the request form.

If you have any questions about these instructions or problems with entry to the Law Buildings, please contact **Margaret Baratta**, Building Director, at [margaret.baratta@mcgill.ca](mailto:margaret.baratta@mcgill.ca) or 398-6641.

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**REQUEST FOR AFTER-HOURS ACCESS**

**TO**: Margaret Baratta, Building Director

**FROM**: Faculty/Staff (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**This request is for a**: *(please place an* ***X*** *in the appropriate box and* ***circle*** *the appropriate degree and/or unit):*

Professor Visiting Professor

Fellow (Postdoctoral, Boulton, Wainwright, Aisenstadt, other)

Graduate Student - Degree: LLM / DCL / GC

Full-time Research Staff Student Research Assistant (RA)

Other position - Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIT: LAW / CIPP / CHRLP / Centre Crépeau / IASL / IPLAI

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I.D. /Temporary Access Card No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

After-Hours Access Period Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Day / Month / Year) (Day / Month / Year)

After-Hours Access Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **FOR OFFICE USE ONLY**  AFTER-HOURS ACCESS GRANTED / DENIED  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Issued by Signature |

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**POLICY FOR AFTER-HOURS ACCESS USERS**

* Users must have the approved *Policy* and a copy of the approved *Request* form and their McGill ID card or temporary access cards with them at all times after hours. These must be presented to law staff or Security agents on request. Otherwise, you will be asked to leave.
* These privileges apply only to authorized users. **DO NOT PERMIT OTHER PERSONS TO ENTER WITH YOU**. This is for your personal security, as well as that of the Faculty.
* Students with after-hour access MAY NOT INVITE family, friends or other students into the buildings during silent hours.
* Authorized users may not lend their ID cards or temporary access cards, and will be held responsible for any irregularities arising while the unauthorized user is in possession of their ID card.
* Users who encounter any difficulty when Law buildings are closed should use the pay phones in the Atrium area or mobiles to call the McGill dispatcher at 514-398-4555, or in an emergency, McGill Security at local 398-3000.
* Any issues or questions should be addressed to **Margaret Baratta**, Building Director, at [margaret.baratta@mcgill.ca](mailto:margaret.baratta@mcgill.ca) or 398-6641.

**I HAVE READ AND WILL COMPLY WITH THIS POLICY.**

**I UNDERSTAND THAT FAILURE TO RESPECT IT MAY RESULT IN LOSS OF PRIVILEGES**.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:

McGill ID no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_