

Application for Faculty/Staff Gated Parking Lot Access

Name: _____ Date: _____

Campus Wide ID Number: _____

Department: _____ Title: _____

Phone-Ext. _____ Supervisor: _____

Please place a mark by the Faculty/Staff Gated Parking Lot(s) you are requesting.

- Student Union Parking Lot - This lot is intended for occupants of the following buildings: Friedman Student Union, Kyser Hall, Williamson Hall, Fournet Hall, Family and Consumer Science, Post Office, Community Policing, Scholars College.
- Kyser Parking Lot - This lot is intended for occupants of the following buildings: Friedman Student Union, Kyser Hall, Williamson Hall, Fournet Hall, Family and Consumer Science, Post Office, Community Policing, Scholars College, Dodd Hall.
- East Fine Arts Parking Lot - This lot is intended for occupants of the following buildings: Creative and Performing Arts, Presidents Office, Russell Hall.
- St. Denis Parking Lot - This lot is intended for occupants of the following building: St. Denis.

To request access to a Faculty/Staff Gated Parking Lot other than the lot intended, please provide an Explanation/Justification as to why access is needed and obtain required signatory approval.

Explanation/Justification for an exception: _____

I have read and agree to the **Faculty/Staff Gated Parking Lot Access Terms & Conditions**.

*Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

This section to be completed ONLY if an exception is requested.

Supervising Vice President's Signature: _____ Date: _____

Explanation for non-approval: _____

ONE CARD OFFICE USE ONLY

ONE CARD REPRESENTATIVE'S SIGNATURE: _____

DATE: _____

GROUP(S) ASSIGNED TO: _____

Faculty/Staff Gated Parking Lot Access

Access to Faculty/Staff Gated Parking Lots on the Natchitoches campus will be managed by the NSU One Card office. The NSU ID card will be used to access one of the gated parking lots. The NSU ID card is available to faculty and staff in the One Card office located in Room 152 of Friedman Student Union. The NSU ID card will be used in a card reader similar to a debit or credit card reader. Simply swipe the NSU ID card through the card reader at the entrance of a gated lot to gain access to the lot.

Terms and Conditions

- Access to Faculty/Staff Gated Parking Lots will be granted based upon building and office location of the employee. If possible, the Faculty/Staff Gated Parking Lot located nearest your building and office will be assigned as your primary parking lot. A completed and approved Application for Faculty/Staff Gated Parking Lot Access will be required.
- Faculty/Staff will use the NSU ID card to access a gated parking lot. Generally, Faculty/Staff Gated Parking Lots will require card access between the hours of 7 a.m. and 3:00 p.m., Monday through Friday. Exceptions to these times may occur with prior approval of the Chief of University Police or the Dean of Students.
- The NSU ID card is not transferable to another person under any circumstance. The NSU ID card is intended solely for use of the individual to which the card was originally issued by the University and named on the front of the card.
- Any lost NSU ID card should be reported immediately to the One Card Office and a replacement card obtained. The replacement cost for a lost NSU ID card will be \$20.00. Once a card is replaced, the lost NSU ID card will be deactivated. A replacement ID card will automatically supersede an old card; the NSU ID card management system will only allow one functioning card per individual at any given time.
- Upon resignation or termination of employment for any reason, the NSU ID card should be turned in to the One Card office or immediate supervisor.