

**Graduate School  
Student Services**  
Virginia Tech  
Graduate Life Center (0325)  
201 Otey Street  
Blacksburg, VA 24061  
Phone: 540.231.9561  
Email: glc@vt.edu

# Early Access Request Form

*(Graduate Life Center)*

**GUIDELINES**

- All Early Access Request Forms must be completed and submitted a minimum of 30 days prior to the date of the event. Forms submitted less than 30 days prior will not be processed and, thus, not approved.
- Early access will only be granted on Saturday and Sunday as early at 7am, under no circumstances will late access be granted, due to graduate residents living in the facility.
- Early Access Requests are applicable to all event activities, including associated functions such as catering, decorating, performers, load-in/out, etc. It is the responsibility of the sponsoring organization/department/individual to secure approval for the request.
- A charge of \$10.50 per 30 minutes will be assess for any early access granted and will be invoiced directly to the sponsoring organization/department/individual.
- Due to staffing requirements and limitations in availability, approval for special access may be denied.
- Event sponsors are permitted only in those areas of the facility that are necessary and approved in conjunction with their event. Parts of the facility may be inaccessible to the event attendees and are off-limits to patrons until regular building hours of operation. Exterior/Interior doors may NOT be propped open at anytime.
- It is the sponsor's responsibility to obtain a photocopy of their event approval notice prior to their event day and time.
- Any and all events that occur without prior approval may be disbanded by University personnel with or without prior notification and will be charged appropriate early access fees.

**THIS SECTION TO BE COMPLETED BY THE EVENT SPONSOR**

Name of Sponsoring Department/Organization/Individual: \_\_\_\_\_

Name of Student Organization Faculty/Staff Advisor (if applicable): \_\_\_\_\_

Mailing Address for Sponsoring Department/Organization/Individual: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

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

Requestor's Phone Number: \_\_\_\_\_

Event Title: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location/Venue: \_\_\_\_\_

Number of Attendees Needing Early Access: \_\_\_\_\_

Total Number of Anticipated Event Attendees: \_\_\_\_\_

Explain the Need for Early Access: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY GLC PERSONNEL:**

**Operations Office**

\_\_\_\_\_  
*Graduate Life Center Operations Manager*      Date: \_\_\_\_\_       Approved     Denied

**Graduate Student Services**

\_\_\_\_\_  
*Director, Graduate Student Services*      Date: \_\_\_\_\_       Approved     Denied

**GLC Facility Services**

\_\_\_\_\_  
*Facility Services Manager*      Date: \_\_\_\_\_       Approved     Denied