Dear Campus Safety….

Students have permission to work in the Media Center in the Education Department after hours during the Fall 2006 semester. They understand that they will come to the Campus Safety Office to request access. Then, when they are finished, they will use the telephone in the Media Center to call Campus Safety at 5305 and \textit{WAIT until Security comes to lock up the Media Center}. Campus Safety will keep a record of all students who access the Media Center, including the dates and times of access. It is not unusual for Campus Safety to open and check activity in the Media Center during regular campus rounds.

Students who request access to the Media Center from Campus Safety understand that they can request access only for themselves. Students not on the list who wish to use the Media Center after hours must see Mrs. Khirallah personally to request that they be added to this list. Students who use the Media Center are expected to be conscientious and respectful of all property. Those who are not will lose Media Center privileges.

Thank You,

Barbara Khirallah
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