GRCC Event Sign-In & Request Form

GRCC Contact for Event:_____ Contact Extension:_____

Date of access needed: _____ Time Frame of Access:_____ Location of Event:_____

Name of Visiting Organization:_____ Purpose for Access:_____

Type of guest access needed (Circle one): GRCC Computer Login (Event) GRCC Wireless (Bringing own laptop)

Please submit your access request no later than 24 hours before your scheduled event.
Please return the bottom portion of this form with customers names and signatures to ITHelp@grcc.edu or fax to x3373 by the end of the day of your event.

I acknowledge and accept responsibility for use of all computer and network accounts granted to me on the GRCC network and GRCC computer systems. I accept any and all consequences that may arise as a result of my use or misuse of the network and computer systems. I understand that any violation of this agreement will result in disciplinary action which may include but is not limited to the following: written discipline, termination of use, termination of employment, suspension, or expulsion from GRCC and/or legal action taken by GRCC. Complete AUA can be found at: http://www.grcc.edu/aua

Printed Name of Guest	Guest Signature