



ID OFFICE

Request for ID Services Beyond Hours of Normal Operation

Must be submitted TWO WEEKS PRIOR to event.

CNM Representative requesting services: _____

Phone Number: _____

CNM E-mail Address: _____

Date of Service: _____

Time of Service: _____

Number of Students attending (Minimum of 30 required) _____

Note: The ID Office is often open till 6:00pm during certain periods of the term. Please call 224-3238 for more information.

Policies

- The CNM Representative requesting ID services after normal hours of operation is required to be present with students receiving cards. They must remain with students until the process is complete.
- There must be a minimum of 30 students in order for the ID office to open after hours. **Note: If the requesting department has more than 30 students, additional ID staff will be required. Overtime costs may be charged to the requesting department.**
- The reservation is for 30 students per class, program, etc. Requests for more than 30 students can be made but may be declined due to staffing issues. (The ID office will make every effort to accommodate these requests.)
- The CNM Representative is responsible for student's behavior while they are in the ID office.
- The ID Office personal have the right to shut down operations at any time if necessary due to safety or security reasons.
- You will be notified of your request through your CNM e-mail. Please remember to check it regularly.

I agree to the above terms and conditions.

CNM Representative

Date

Student Activities Coordinator

Date

Approved _____ Denied _____