**To Director of *DISI/ Industrial Engineering***

**“POLO FERRARI” AFTERHOURS ENTRANCE AUTHORIZATION**

Name and surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile (emergency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization period beginning ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_end\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested access to:

* DISI area
* Industrial Engineering area

**AFTERHOURS RULES:**

1. Aftethours entrance to the Department is allowed with prior consent from the Director. Access is granted only to the authorized person and not to any accompanying person including relatives and friends. Authorization has to be valid and not expired: expired permissions won’t be accepted. Remember to check the validity of your authorization regularly.
2. Access to the building is allowed after a compulsory identification procedure at the reception of building Povo2. It’s mandatory for everybody, because of insurance, security and safety reasons, to sign the register at the reception entrance with office and telephone number. Personnel at the reception will ask for valid document to identify the person. The register must be signed again when exiting.
3. Access and exit afterhours are granted as follows:

  -      On foot: from Via Sommarive 9, before 10 pm; after 10 pm from parking lot in Povo1;

  -      By car: entering the parking lot in Povo1 using the parking card and carrying out the identification procedure at the reception of the building Povo2.

  Afterhours include period from 20.00 to 8.00 on weekdays, Saturday after 1.30 pm, allday Sunday and all bank holidays.

**N.B.: People setting off the alarm because of carelessness will be charged all costs.**

People already present in the building before the afterhours are requested to go the reception to carry out the identification procedure.

# Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Authorization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_