

Office of the Provost

Authorized Guest Privileges

Rationale: To create a Pratt Institute guest privilege ID for unescorted, scholarly campus visitors who need authorization, email and building access for periods in excess of 48 hours. Generally, this does not include Pratt employees, students, contractors, guest lecturers, media or critics.

Guidelines for Use:

Deans, Directors and Department Chairs may submit a request via an online form (prattcard.pratt.edu/AuthorizedGuests) to the Office of Safety and Security to provide a Pratt Authorized Guest ID card to an individual(s) who is coming to campus to participate in department programs or activities or to interact with faculty, researchers, and students in informal settings as an Authorized Guest. The Authorized Guest ID card may not be issued to individuals who provide a form of service to the Institute or receive remuneration, reimbursement or will be compensated in any way. This status is granted to support scholarly work of the Institute. It does not imply employment by or formal affiliation with Pratt Institute.

Authorized Guest ID cards are issued with activation and expiration dates. Request for renewal of an Authorized Guest ID card shall be submitted to the Office of Safety and Security by the sponsoring department head. The Authorized Guest ID card serves as the campus identification card for the guest and provides access to the following Institute services:

- OneKey on campus (password)
- Email address
- Access to library
- Access to Pratt academic buildings
- Lab Log on capabilities
- Additional as requested: Dormitory (coordination with Res Life required)
- Additional as requested: Parking (vehicle registration required, potential permit fees and subject to availability)

The Authorized Guest ID card does not include:

- Cafeteria/Food (cannot be loaded to card)
- Library lending privileges
- Lab printing equipment
- Equipment check out
- Shop equipment use (can be authorized by lab tech only)

Authorized Guests are customarily permitted to participate in the academic community of Pratt Institute under the following terms and conditions. Authorized Guests are required to follow the Institute's rules of conduct as defined in the *Community Standards* policy, and to the fullest extent possible, the

guidelines governing academic freedom, intellectual property and network use policies. Authorized guests must accept full legal responsibility for their conduct while at the Institute. Pratt Institute reserves the right to withdraw authorized guest status should these terms and conditions not be met.

Sponsor's Responsibility

Sponsoring an authorized guest is a serious responsibility. The dean's, director's or departmental chair's signature on this application indicates his or her assurance that the guest will not engage in activities contrary to the mission of Pratt Institute. Additionally, the sponsoring department is responsible for any unpaid balances incurred by the guest, such as printing fees or parking fines.

Authorized Guest ID cards will be issued only after the online request form has been (1) completed by the appropriate Deans, Directors and/or Department Chairs, (2) cleared by the Office of Safety and Security; and (3) the Authorized Guest provides an approved picture ID (e.g., driver's license or passport) to the Pratt Card ID office upon signing a release form.