King Library Administration Visitors Registration
(Policy ID# PL_287)
4th Floor <u>Office Visits</u> Attendees List
Provide the following information so that **your visitors** can be directed appropriately:

HOST NAME & TELEPHONE NO#	OFFICE VISIT SPECIAL INSTRUCTION	ATTENDEES LIST
Name_____ _____ **Phone Ex**_____	**Date** _____**Office No**_____ o **Call Host** o **One Time Visit** o **To be Escorted** o **Un-Escorted** **Comments**_____ _____ _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Name_____ _____ **Phone Ex**_____	**Date** _____**Office No**_____ o **Call Host** o **One Time Visit** o **To be Escorted** o **Un-Escorted** **Comments**_____ _____ _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Name_____ _____ **Phone Ex**_____	**Date** _____**Office No**_____ o **Call Host** o **One Time Visit** o **To be Escorted** o **Un-Escorted** **Comments**_____ _____ _____	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____