# Reception Sign-In Sheet

**This is a Tobacco-Free Facility!** Sacramento City Unified School District policy prohibits the use of all tobacco products within any district building, facility, vehicle, or on school grounds. **Your cooperation is appreciated.**

| DATE | PRINT NAME | DEPARTMENT / FLOOR VISITING | TIME IN | TIME OUT | COMPANY / ORGANIZATION | SECURITY USE ONLY |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |