

Application for Student After Hours Access to Areas Not Secured By Cardax

Please print all information:

DIVISION/SCHOOL/UNIT/RESEARCH AREA: _____

SCHOOL/UNIT: _____

HEAD OF SCHOOL/UNIT or NOMINEE: _____

IMPORTANT NOTICE OF AGREEMENT

- It is the responsibility of the authorising person to ensure that any request for access to any area outside of the normal working hours of the University is noted to Security by use of this form.
- Normal working hours are 08.00am to 10.00pm Mondays to Fridays during semester (excluding public holidays). Times other than these constitute "After Hours".
- Once requested dates and times have expired, security staff will no longer allow access to any area without a new form being completed.
- Any request to remove University equipment is the responsibility of the authorising person. Details should be noted in the space provided on this form.
- This form does not allow for students to bring non university persons into buildings.
- Any non university persons will be asked to leave the premises.
- Students must report to Security to gain access to the requested area(s).
- Students are not permitted to use any machinery during the period of this request unless supervised by a member of staff.
- Students must leave the premises if requested to do so by Security.
- Students should be made aware of the building evacuation procedures and location of security call points/phones by the authorising person.

Please allow access for the following person(s) to areas as listed for:-

Dates: From / / to / / Time: From : am/pm To : am/pm

Name:	I/D. No:	Area:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF INSUFFICIENT SPACE, PLEASE USE REVERSE SIDE OF THIS FORM

These people may have access to, or remove equipment, as outlined below:-

Authorised by:

(Please sign)

DATE: / /

