

STUDENT REQUEST FOR USE OF ECU FACILITIES (SCA PG)

Note: This form allows access to the nominated SCA postgraduate studios only

Process:

1. Request approval for facility use from the appropriate Lecturer and obtain their signature below.
2. Complete this form in full - *(must include signature from technical staff)*.
3. Submit this form to the Campus Support Office at the appropriate campus.
4. Sign and comply with the terms and conditions as stated overleaf.
5. The Campus Support Office will confirm your booking with an Event Number and return a copy of this form stamped for you to provide to Security Staff for access.

Student Name	Student ID Number	Mobile	Email
1.			
2.			

FEA School of Communication and Art

Postgraduate Coordinator Name			
Postgraduate Coordinator Signature		Date	
Senior Technician's Name			
Senior Technician's Signature		Date	

Work statement submitted to Postgraduate Coordinator and Senior Technical **Yes/No** Please circle

Date	Start Time	Finish Time	Room Number	Event Number (Office Use Only)	CSO Stamp (Office Use Only)

Comments and reason for use:

TERMS AND CONDITIONS OF AFTER HOURS ACCESS

1. Call Security when arriving to let them know you are on campus. Phone 6304 3333 or use one of the security telephones on campus for a direct line.
2. Carry this form with you for the entire after hour's access period.
3. Carry your student ID at all times.
4. Report any hazards or incidents immediately to Security.
5. Call Security before departing so they can secure the area before you leave.

Student name and signature:

Student name and signature:.....

DECLARATION **ART ONLY**

1. I have undertaken a safety induction into the requested area.
2. I will not use any power tools or engage in a hazardous activity during access to the studios after hours.
3. I will wear the appropriate footwear and abide by the studio rules in the area that access is requested.
4. I will not attempt to gain entry into any storeroom.
5. I will not give anyone access to the studio who has not submitted a formal afterhours request and lodged it with the Campus Support Office and Security.
6. I accept that failure to comply with any of the above will negate any further access after hours.

Student name and signature:

Student name and signature:.....