



After Hours Access Request

Applicant Details

Surname	<input type="text"/>	Given Name(s)	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Student Number	<input type="text"/>	or Staff Number	<input type="text"/>

Time and Date

From Date (DDMMYY)	<input type="text"/>	To Date (DDMMYY)	<input type="text"/>
From Time (HHMM – 24hr)	<input type="text"/>	To Time (HHMM – 24hr)	<input type="text"/>

Please complete either one of the General Access or the Club CCZ Access only.

General Access

Detail

Venue to Access

Approval

Please note that only the Guild President, Guild Secretary, Guild Managing Director, or any of their delegates in their absence are able to approve this request. Requests signed off by other individuals will be considered not approved.

Name	<input type="text"/>		
Signed	<input type="text"/>	Date (DDMMYYYY)	<input type="text"/>

Club CCZ Access

Club Details

Your Club

Your Position

Approval

Please note that only the Societies Council President or Executive Committee members in addition to the approvers listed in the General Access section, or any of their delegates in their absence are able to approve this request. Requests signed off by other individuals can be considered not approved.

Name	<input type="text"/>		
Signed	<input type="text"/>	Date (DDMMYYYY)	<input type="text"/>

Leaving the Venue

Upon vacating the venue, the applicant must ensure that:

1. All lockable items and doors are locked.
2. Furniture is returned to the original layout.
3. The floors and furniture are clean from any mess.

Declaration

I _____ (please print name) have read and agree to the conditions of use for access to the above-mentioned venue. I agree to occupy the room only during the time allocated above, and will request further access should I need it.

I acknowledge that I am responsible for any other persons who I allow into the venue during this time, and that I am responsible for any loss, damage, or theft that may occur during my occupancy of the venue.

Signed

Date
(DDMMYYYY)

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**PLEASE RETURN COMPLETED, APPROVED AND SIGNED FORMS TO
THE GUILD STUDENT CENTRE OR THE GUILD FINANCE COUNTER**

OFFICE USE ONLY

SD Reference

Notes

Received

Processed