

Request for After Hours Access to CIT Gungahlin

Please read the conditions of use prior to completing this form.

Full name:

CIT number: CIT

Program name:

Regular campus:

Student Type: Flexible Full-time Part-time

Student signature: Date:

The personal information on this form is being collected under the principles of *The Information Privacy Act 2014 (ACT)* to enable you access to after hours access at CIT Gungahlin. If you do not provide the requested information, CIT may not be able to process your after hours access request. More information about how to access your personal information and how to make a complaint about your personal information is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.

Completed forms must be submitted to infoline@cit.edu.au

CIT STUDENT SERVICES STAFF USE ONLY

Card Number (Barcode/Access):

Enrolment checked: Yes CITCard current 18 and over

Date Validated: Centre Manager signature:

To obtain after hours access to CIT Gungahlin:

- Fill in your details on this form
- Give to Student Services staff at CIT Gungahlin to be processed
- Your CITCard will be validated within 48 hours, giving after hours access to CIT Gungahlin

Times for After Hours Access

After Hours access is available for the following times:

- Saturday: 10am until 5pm
- Sunday: 12pm until 4pm

Conditions of Use:

- You must have a current CITCard.
- If your card is lost or stolen, you will notify Student Services immediately. This will ensure that your CITCard is not used without your authorisation.
- You will only use the facility for course related purposes.
- You must be able to produce your CITCard at any time if requested by security staff.
- Your CITCard is not transferable i.e. you cannot lend it to anyone, including friends or relatives and you will not use your card to admit other people, including other CIT students.
- You will leave the area in a clean and tidy state after use
- Inappropriate and/or offensive behaviour, abuse of equipment and intoxication will not be tolerated
- You will vacate the centre and exit the building by the times specified on the front of this form. Failure to do so will result in alarms being activated and security staff will attend the site. If you do not exit the centre and building by the specified times and alarms are activated, you will be liable for the security call out fee of \$75
- Access is valid only for current semester. Students will need to have their card revalidated at the beginning of each semester, upon proof of re-enrolment.
- You understand that accessing CIT Gungahlin after hours there will be no staff available to assist you with support and that in the event of an emergency you must take responsibility for your own health and safety.

IF YOU FAIL TO MEET THE CONDITIONS ABOVE YOU WILL HAVE YOUR RIGHT TO USE THE CENTRE AFTER HOURS CANCELLED.

Important Information:

- There is an emergency phone located on the wall next to the kitchen – this phone will call "000" only. A list of emergency phone numbers are displayed next to the phone.
- CIT Gungahlin and Gungahlin Library site are under 24-hour recorded video surveillance and access card usage is logged.
- A toilet is located outside CIT to the left at the top of the stairs. You will require your CITCard to access the toilet.
- Library resources (books) are not available for loan or use after hours

This form and after hours access is applicable to CIT Gungahlin only