

After Hours Access Request

To apply for after hour's access, please complete all shaded sections below.

Please note: The information on this form is collected for the primary purpose of approving your request for card access. Other purposes of collection include attending to administrative matters. If you choose not to complete all the questions on this form, it may not be possible for Facilities & Services to approve your request. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact the University Privacy Officer on 99056011

TO: Security, Peninsula Campus

Proximity Card #

COST: \$20.00
(Office use only)

Please allow after hours access for:

Building/s

Levels / Zones

Name:		Office No.		Office Telephone No.	
Department			Position/Title		
Student/Staff ID #			Supervisor		
This access is to be valid from: →		START DATE		END DATE	
Please debit our account codes →		Account Code 732061	Cost Centre	Fund	
This access is required for the following reason:					
APPROVED BY HEAD OF DEPT <i>(Signature)</i>			Please print name here ↓		
SIGNED BY DEAN/HEAD OF SCHOOL <i>(Signature)</i>			Please print name here ↓		

Conditions of use for staff/student PROXIMITY CARD access

It is the responsibility of staff and students using Proximity Cards during non teaching periods (i.e. during after hour periods) to ensure that the security of the premises and the safety of occupants are maintained. In particular, the following conditions are accepted by such authorised users and must be observed.

- Entrance and egress of premises must only be by the Proximity Card access doors.
- Users to ensure that the Proximity Card access door is secured each time they pass through it.
- Users must not allow their staff or students identification card (or keys) to be given to any other person at any time.
- Authorised users shall not admit any person to the premises other than an employee of the University who has obtained prior written approval of the Department Head, for access at that time.
- Out of hours access is only for activities involving little or no risk. In laboratory, workshop or other areas where some risk may exist with the activities to be undertaken, at least two persons must be present in the area and Security informed. If the risk is considered to be greater, then these activities shall be conducted during normal hours.
- In the event of any Proximity Card being lost, or a person ceasing to attend the University, the Security Department must be informed immediately by the Proximity Card holder, or the Head of Department and the card returned to the Security Department for deletion from the system.
- Authorised staff/students will take all reasonable precautions to ensure that the University's Occupational Health Safety and Environmental Policy, Legal and Insurance requirements are complied with.
- Authorisation is programmed for an agreed period (generally one calendar year), **at the end of which time a request for continued use must be made through the Department.**
- Authorised users should note that the use of their Proximity Card is recorded automatically, and this information is recorded for reference on a needs basis.

IN THE EVENT OF WITNESSING AN ILLEGAL ENTRY, PLEASE CONTACT SECURITY IMMEDIATELY ON 44318 OR 333

I acknowledge the above conditions and confirm my acceptance to comply with the provisions therein.

Card received & above conditions accepted	CARD RETURNED
Signature	Signature
Print Name	Print Name
Date	Date