

School of History, Classics and Archaeology  
2019/2020 Out of Hours Access

### Application for Out of Hours Access

Please note, access to the building is only available to students in these categories, **please tick applicable:**

Year 4 HCA student		Joint honours enrolled on HCA dissertation	
EUSA UG representative		Society office-holder (ArchSoc, Classics Society, EAOP, History Society, Retrospect)	
Student Ambassador		Peer Support volunteer	
SRR volunteer		History for Schools volunteer	
Literacy through Latin volunteer		Robertson International Scholarship winner	
Prize Winners 2018/2019			

Name:	
Matriculation number:	
Card number:	<i>Starts 10010</i>
Programme of study / Dissertation:	

**I agree to:**

<input type="checkbox"/>	sign in and out of the building each time you use it – signing-in book by front door from Teviot Place
<input type="checkbox"/>	read and abide by the “Policy on Lone Working and Out of Hours Working” (taking note of the procedures in the event of an emergency)
<input type="checkbox"/>	show consideration for other users of the building, including keeping noise at reasonable levels
<input type="checkbox"/>	student rooms will be accessible as normal, teaching rooms must be used through the normal room booking system
<input type="checkbox"/>	keep rooms tidy and return furniture to its original position at the end
<input type="checkbox"/>	not to eat or drink in teaching rooms (anything other than water)

(please initial each statement to confirm that you agree - the extended access is being granted on a basis that these are kept and will be revoked if they are not)

Signature: \_\_\_\_\_

**Please return this form to School Reception (G.06).**

FOR OFFICE USE ONLY	Permitted	Access given to Front Door and Undergraduate Common Room
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