



# GSC

## Room access registration form

Only authorized staff and students as indicated in the Guild Room Access Policy are allowed to access and use Guild rooms. Any student wishing to access and use a Guild Room will need to be a Guild member and appear on a Room Access Registration form signed by the current relevant Department/Club President and submitted to the Guild Student Centre.

Copies of the Guild Room Access Policy are available in the Guild Student Centre. It is the student's responsibility to familiarize him/herself with the policy. The information on this form will be kept in hard copy and consistent with the Guild Privacy Policy.

<b>Name</b>	<b>Position</b>	<b>Phone</b>
<b>Student #</b>	<b>Email</b>	<b>Signature</b>
<b>Name</b>	<b>Position</b>	<b>Phone</b>
<b>Student #</b>	<b>Email</b>	<b>Signature</b>
<b>Name</b>	<b>Position</b>	<b>Phone</b>
<b>Student #</b>	<b>Email</b>	<b>Signature</b>
<b>Name</b>	<b>Position</b>	<b>Phone</b>
<b>Student #</b>	<b>Email</b>	<b>Signature</b>

By signing this form, you indicate that you:

- have read the Guild Room Access Policy and agree to abide by the conditions of use for Guild Rooms as identified.
- understand that the information provided by you in this registration form will be securely stored in compliance with the Guild Privacy Policy 2002.

### Department/Club President Authorisation:

*I hereby authorize the above students to borrow a key for entry to our room and for them to have full access during Guild working hours. I have made the students aware of the Guild Room Access Policy and our own room rules.*

<b>Dept/club</b>	<b>President name</b>	<b>Signature</b>	<b>Date</b>
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### GSC use only

Key number: \_\_\_\_\_

Entered into VVV by \_\_\_\_\_ on \_\_\_\_\_.

*name*

*date*