|  |  |  |
| --- | --- | --- |
| **ACCESS TO FACILITES & USE OF EQUIPMENT - AUTHORIZATION****SECURITY SERVICES**3000 College Dr. SLethbridge Alberta T1K 1L6Tel. 403.320.3202 X5260Fax 403.394.7311 |  |  |

Unsupervised students requiring access to facilities after or outside of regular hours (8:00 a.m. to 5:30 p.m.) must complete this form. The safety of students, employees, and College property is paramount. In obtaining authorization and reporting to the Security Staff, appropriate checks can be made to assist in ensuring your safety. Authorization is required by an appropriate Instructor in order to gain access to facilities after hours.

|  |  |
| --- | --- |
| User name:      | Date:       |
| Student ID number:       |
| Facility room #/Equipment:       |
| Date: FROM       | TO:       |
| Access Hours: FROM      Outside of 8 am to 5:30 pm | TO:       |

|  |  |  |
| --- | --- | --- |
| X |  |  |
| User Signature |  | Instructor (please print) |
|  |  | X |
|  |  | Signature |

**Return completed forms to Security Services (CE1303). Hard copies of this form are also available from Security Services. Questions regarding this form can be forwarded to John McGill at 403.320.3202 x5260.**