

MEDIA LAB SPECIAL PURPOSE SPACE BOOKING REQUEST FORM

STUDENT NAME: _____

STUDENT ID: _____

UNIT:

HEJ337 ADVANCED BROADCAST JOURNALISM

OTHER (PLEASE SPECIFY): HEJ_____

ROOM REQUIRED:

ARTS103A.STUDIO1 (Television Studio)

ARTS103.CONTROL1 (Control Booth)

ARTS102.STUDIO3 (Television Studio)

ARTS104A.CONTROL2 (Control Booth)

ARTS102.INTERVIEW (Sound Recording Booth)

BOOKING DATE: _____

BOOKING START/END TIME: _____

REASON FOR BOOKING: _____

TERMS AND CONDITIONS OF ACCESS

- I have read and agree to abide by the Media Lab Usage Guidelines.
- I will not use the Media Lab's facilities for any purpose other than that for which my access is specifically approved.
- I will not illegally provide any other person with access to the Media Lab or its facilities.
- I will take all reasonable steps to ensure that the Media Lab and its equipment are kept secure, including ensuring all internal doors are locked after use and external doors are not propped open.
- I will vacate the Media Lab outside of the approved access times of Monday to Friday, 8am through 6pm, while a class is in progress, and at any other time I am requested to by a UTAS staff member.
- I will vacate special purpose spaces outside of the agreed access times approved by John Martinkus / my Unit Coordinator.
- My access may be suspended or terminated if I do not observe these conditions in full.

SIGNED

DATE

You will receive an email confirming your booking once it has been approved. Please come to the Office to sign out keys prior to the start of your booking.

Access approval

NAME

SIGNED

DATE

COMMENTS: _____
