

	<i>Open</i>	<i>Close</i>
Monday to Friday	6:00	23:00 (11 pm)
Saturday and Sunday	6:00	18:00 ( 6 pm)
Statutory Holidays	Closed	

## This request

<i>Date Requested</i>
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## Department

<i>School or Department</i>
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<i>Access Administrator</i>
<i>Phone number</i>
<i>Email address</i>

## Person

This section is blank because a spreadsheet with the information for several people is attached to the email with this request form.

<i>First name</i>
<i>Last name</i>
<i>SAIT ID</i>
<i>Type of Access</i>
<i>Team/Program (optional)</i>

Contractor	<i>Supervisor</i>	<i>Phone number</i>
	<i>Company name</i>	

## Rooms and times

<i>Date (1)</i>	<i>Start time</i>	<i>End time</i>	<i>Building</i>	<i>Room</i>
<i>Purpose</i>				

<i>Date (2)</i>	<i>Start time</i>	<i>End time</i>	<i>Building</i>	<i>Room</i>
<i>Purpose</i>				

*For long term afterhours access, of a week or longer, record the start date (1) and the end date (2) and check this box:*

<i>Date</i>	<i>Start time</i>	<i>End time</i>	<i>Building</i>	<i>Room</i>
<i>Purpose</i>				

<i>Date</i>	<i>Start time</i>	<i>End time</i>	<i>Building</i>	<i>Room</i>
<i>Purpose</i>				