

After Hours Site Induction & Building Use Agreement

This provides an induction to site and details of building use after hours. The induction must be undertaken onsite by a staff member prior to access granted to the Centre.

Name:

Email:**Phone:**

By signing this document, and checking off each item listed, you agree and understand the expectations of you using the Murraylands Skills Centre after hours.

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|--|--|
| ☐ After hours (no staff on site) 6am – 9am and 5pm – 11.45pm, Monday – Friday, and 6am – 11.45pm Saturday, Sunday and public holidays | ☐ Light Switches and A/C |
| ☐ No-one under the age of 18 allowed in the building during these hours | ☐ First Aid Kit and Fire Extinguisher locations |
| ☐ Persons outside of your booking are not permitted on site during After Hours | ☐ Toilets |
| ☐ Alcohol/ illegal substances are prohibited onsite during After Hours. | ☐ Security cameras |
| ☐ Abusive or threatening behavior is not tolerated whilst onsite. | ☐ Duress Alarms |
| ☐ Building auto alarms at 12 midnight, user must be out of the building by 11.45pm | ☐ Printing/photocopying/scanning |
| ☐ Signing in and out | ☐ Wi-Fi access |
| ☐ Emergency procedures | ☐ Entrances and Exits (Tailgating) |
| | ☐ Kitchen facilities |
| | ☐ Security call out procedure |
| | ☐ Fob Key issuing and returning |
| | ☐ Car parking |
| | ☐ Complaints and feedback |

FOB ALLOCATION

Booking date:

FOB number:

FOB tested ☐ **Date of test:**

FOB Return date:

Business ABN:

Copy of Photo ID provided: ☐

Wi-Fi Voucher provided: ☐

I understand my obligations and the expectations of Hirer/ Student for After Hours access to the Murraylands Skills Centre.

- I acknowledge that there may be disciplinary consequences if I fail to comply, which may result in my use of the Centre being revoked.
- I acknowledge my personal risk and responsibilities as a Hirer when using the Centre during After Hours.
- By signing this form, I accept and acknowledge the Murraylands Skills Centre acknowledgement as detailed above.

Hirer Signature: **Date:**

Staff Signature: **Date:**