

Procedure - Studio Access After Hours

Get studio access card from your tutor.

Go to reception, show your access card and advise receptionist the time you want to work.

Reception will contact security for approval for you to have studio access at the time you have requested.

Access is at the discretion of the security team, on a case by case basis.

Once you have access approval, you will need to sign in and out when you leave, at reception.

If you've signed for a key or swipe card, you must deposit it through the reception door when you sign out at the end of the day.

There is only **ONE** swipe card per studio (where swipe access is required). The first student in is responsible for opening / lock up and arranging entry and locking with any other students, lunch breaks etc.

NOTE: Studio access can be revoked at any time by the signing tutor or the security team.