

## VISITOR REQUEST FORM

Students requiring visitors to come and assist in an activity required as part of official study at the Conservatorium need to complete the visitor request form. This form will only be valid where all details are filled out correctly and it has been signed by the individual and authorised by the Head of School. This form must be submitted at least **72 hours** before access is required.

### PERSONAL DETAILS (Up to six people maximum)

Name(s):

.....	.....
.....	.....
.....	.....

Reason for being on Premises: \_\_\_\_\_

Date and time on Premises: \_\_\_\_\_

Name of CoM student requesting to have visitors: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

CoM student's signature: \_\_\_\_\_

Unit Lecturer's name: \_\_\_\_\_

Unit Lecturer's signature and date: \_\_\_\_\_

#### DISCLAIMER

I understand and agree that I enter and use the facilities of the Conservatorium entirely at my own risk and I voluntarily assume all such risk. I accept that the University of Tasmania (the University) excludes all liability whatsoever for any death, personal injury and loss of or damage to property that I suffer as a result of my entrance and use of the facilities at the Conservatorium whatever the cause, including where the University or its staff are negligent. I forever fully release the University including its staff from any such liability and I waive any present or future rights that I may have against them in relation to any such death, personal injury or loss of or damage to property.

#### PRIVACY

Your Personal Information is being collected on this form on behalf of the University of Tasmania for the primary purposes of administering the use of facilities by visitors to the Conservatorium. Your Personal Information may in some circumstances be disclosed to a third party where disclosure is required or permitted by Law. All personal information will be managed in accordance with the Personal Information Protection Act 2004, and the University of Tasmania's Personal Information Privacy Policy. For more information on how your information is being used or stored, or to access your information, visit the University's website at <http://www.utas.edu.au/privacy/> or contact the University on 6226 7320. You also have the right to request access your personal information held by the University in accordance with the Freedom of Information Act 1991 (Tas).

Head of School approval: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Professor Andrew Legg