



Building Access Policy

1. Hours of Operation

The International Screen Academy Administration (ISA) hours of operation are:

- Monday – Friday: 9am – 5pm

Students may access the building from 8am to prepare for classes and from 5pm – 9.00pm as per the After Hours Access conditions below.

The After Hours Access conditions also apply for weekend access. Weekend access is strictly limited to 9am - 4pm.

2. Security Tags

Your security tags allow you access to the ISA building between 8am-9pm. These tags cannot be given to any other person and are your responsibility during your enrolment in the course. You are required to return this tag prior to graduation.

To access ISA outside of administration hours ,you are required to secure written permission for a Head of Department.

If a security tag is lost or stolen, Administration needs to be notified immediately so that the tag can be cancelled. A fee of \$50 will be charged for the replacement of access tags.

3. After Hours Access Conditions

If you require access after administration hours of operation Monday to Friday, you are required to make bookings for any rooms/studios and equipment that you require.

For weekend access, you must seek written permission from the Heads of Department and provide to the facility manager who will confirm rooms/studios and equipment bookings. You can only access 9am-5pm

For all After Hours Access the following conditions apply:

- At least two students must be on the premises at all times
- Students must leave the premises before 9.00pm weekdays and can only access the building 9am - 4pm on the weekend
- Students are encouraged to leave the premises in groups of at least two. It is advisable that students avoid traveling alone at night and inform someone of their departure from ISA and intended arrival at their destination

- Students must use after hours access for course related activities only, Approved by Heads of Department.
- No alcohol can be consumed on the premises and any violation of this mandate could result in expulsion from the course and police involvement.
- Students will refrain from loitering outside the building during after hours access. Please ensure that no disturbance is created for our neighbours
- If a student leaves the building temporarily they must ensure that all doors are closed upon leaving to keep the building and any persons inside secure and safe. It is not permissible to keep any door open with objects.
- All persons on the premises after hours must sign in and out at reception
- The booking has been made in your name you are responsible to ensure that nobody else is on site and that ALL lights and air-conditioning is switched OFF at the completion of your hire.
- Students are responsible to take care of the equipment and the facility while they are on the premises.
- Any breach of the After Hours Access conditions will result in a student having their after hours access denied. Repeat offences will be seen as a matter of misconduct and as such may result in ISA temporarily suspending or permanently cancelling the enrolment.

4. Volunteers and Collaborators

From time to time students will need to give access to volunteers and collaborators working on their projects. Collaborators and volunteers are given access to the building on the following conditions:

- visitors to ISA must sign in and sign out at reception, and
- access is allowable during the hours of 8.00am – 9pm Monday to Friday and 9am – 4pm Saturday / Sunday only as per the booking instructions.
- All names of volunteers and collaborators must be included on the booking form.

5. After Hours Emergency Contacts

Mark Waddingham
 Manager, Equipment & Facility
 Tel: 0400 968 641

Constant Security
 Tel: 1300 725 241

Note: these numbers may only be contacted strictly in the case of an emergency.

6. Version Control

Version	Amendments	Approval	Date Approved
3	Hours of operation change	Managing Director	28/1/16
3	Equipment manager		