

Estate and Facilities Management Service

Application for students to use space on campus

Date of booking	18 th March 2016
Time of booking	From: 4PM To: 9:30PM
Location(s)	Williams Building: Room W142
Does this involve any working at height?	YES / NO
If YES, has permission been granted by EFMS HS&F Officer	YES / NO
Brief description of what is involved	We will be filming a Depression Alliance group meeting scene which consists in around ten individuals sitting in a circle, where our main characters are introduced.
Name and contact number of student in charge of booking	Rita Santos (Producer): 07847768785
Number of people involved	12
Generic Risk Assessment seen	YES / NO
Is an extra Risk Assessment required? Please attach to this application	YES / NO