**How to log an Out of Hours Opening Request**

To log an out of hours request, click on this link: - <https://ljmu.invida.co.uk/simplified/home>

**Click “create new** **ticket “**



**Click on “Out of Hours Request”**

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**Please note a minimum of 3 days’ notice is required.**

**Please provide the reason for the out of hours request i.e., Drama rehearsals/contractors on site**



**Please supply additional information here i.e., Contractors Names**

**Please click to proceed to next screen.**

**NB: - Where possible Student Life Building should be used for out of hours requests before other buildings**







**Please click to proceed to next screen.**

**Please attach room set-ups plans or event information here.**



**Please click to proceed to next screen.**

**Please select which Building you require opening.**



**Please click to proceed to next screen.**

**Please indicate which floor you require if you don’t need access to whole building.**



**Please click to proceed to next screen.**

**Confirmation of Location**



**Please click to proceed to next screen if details are correct.**

**This screen confirms your request has been logged and indicates your ticket number.**

