In Prague on (date)

…………………….

**DAMU reception**

**Subject: Permission to enter faculty’s building outside office hours**

*By this request and under DAMU Dean’s decree no. 2/2017 the students are requesting permission to enter faculty’s building outside office hours, ie. on weekdays and weekends outside 7–23 h, and all day during holidays.*

|  |  |
| --- | --- |
| Dates: |  |
| From – to (hours): |  |
| Students: |  |
| Year, course: |  |
| Rooms (room numbers): |  |
| Reason: |  |
| Supervising member of staff: | *Name and signature* |

**DAMU’s secretery statement:**