

Check one: Need new key: Re-activate key:

Fall 2003

Riverside Hall 3013 Laboratory Use Agreement

All students must sign that they have read these policies before they can be issued a student key to room 3013.

Key use and Security:

- 1.** Your TEK key is mainly for *after-hours* access. After hours are any time other than 6:00AM to 5:00PM Monday through Friday. After hours, do not let persons without keys into the room (you may have a guest, as described below). Do not answer knocks on the door unless you know who it is. If you open the door after hours and other students want to enter with you, they must also key in by touching their keys to the lock.
- 2.** Your TEK key uniquely identifies you when you enter the lab. Whenever a key is used, a record is made of the student's key and the time of entry. Do not loan your TEK key to another student.
- 3.** If you lose your TEK key, notify the EEE department office immediately. The University Key Issue will charge a fine of \$5 for each lost key; if the fine is not paid, a hold will be placed on your university record, which may result in delayed graduation.
- 4.** You may bring in one guest (a guest is a person without a key), and you are responsible for the behavior of your guest. Your guest must leave when you leave (except for short breaks).
- 5.** When you graduate or separate from the university, you must return the TEK key to University Key Issue. If you fail to do so, a hold will be placed on your University records, which will result in delayed graduation. You may keep your key over breaks, but will need to sign this form each term (including summer) to have it re-activated.

Safety and Laboratory Environment:

- 6.** By signing this form, you state that you are aware of and agree to follow all laboratory safety procedures. Note that University policy prohibits students from working alone in the labs.
- 7.** Open containers of food or drink are not allowed in the lab. You may drink from a water bottle provided that you first step away from the equipment. Otherwise, eating or drinking is not allowed in the lab. Do not set food or drink containers on the lab benches even if the containers are closed. The laboratory must maintain an uncluttered, efficient appearance that does not encourage breaking the rules. Do not put food waste in the laboratory trash can.
- 8.** Return all equipment that you take from the Student Supplies locker. You may keep small quantities of parts from this locker, but only if you have an immediate need.

I have read and agree to the above:

Student Printed Name

Student Signature

Student ID Number

Permission to issue Key Request to Student:

Instructor Signature

Course Number

Date