

# Undergraduate Student Project Lab/Room Request

Instructions:

Complete items 1 through 7

Instructor/Advisors will authorize and sign (item 8)

Agree to and abide by Rules for Student Project Labs

(all team members must sign on back of form)

XXX 487 Instructor will authorize and sign (item 9)

Room# _____
Date _____

Box Information to be completed by  
Mr. Eric Daine, School of Engineering

1. Students Requesting Lab: 

<i>Name</i>	<i>email</i>	<i>phone</i>
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2. Project Description: \_\_\_\_\_

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\_\_\_\_\_

3. Course Associated with Project : \_\_\_\_\_

4. Lab Request Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Wet lab required for project: (Yes/No) \_\_\_\_\_

6. Is the project proprietary or under nondisclosure agreement?: (Yes/No) \_\_\_\_\_

7. Semester Requested for Use: \_\_\_\_\_

*Approval/Signatures with date:*

8. Course Instructor (or Research Advisor): \_\_\_\_\_

Technical Advisor (Senior Design only): \_\_\_\_\_

Technical Advisor (Senior Design only): \_\_\_\_\_

9. XXX 487 Instructor: \_\_\_\_\_

Special Requirements/Notes: \_\_\_\_\_

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## Rules for Student Project Labs

- Apply for a lab by talking with your instructor about your needs. Your instructor will provide and approve a room assignment request form. See Eric Daine to complete the room assignment.
- Labs are only assigned for one semester, unless permission by the instructor is given.
- Labs must be kept clean and orderly, and are subject to inspection by MUSE faculty or staff.
- Labs must be vacated, clean, and empty by the first day of semester final exams. If this condition is not met, course grades will be withheld.
- Labs may be reassigned, depending on school needs.
- More than 1 group may be assigned to a lab.
- You are not to work alone in the lab (safety).
- University is not responsible for personal items left in the lab.
- Do not give anyone your security code for the lab.
- No dangerous materials of any type are allowed in the lab without instructor permission. If you are uncertain if a material is potentially dangerous, ask your instructor.
- No one should be in the labs between 12:00 AM and 6:00 AM, unless special permission by the instructor is given.
- No one is permitted to sleep in the lab.
- No cooking is permitted in the lab.
- No food is to be left in the lab, including trash cans.
- Only beverages in capped plastic bottles or non-spill containers may be brought into the lab.
- Violation of any rules may result in suspension your group's assigned lab use for the entire semester.
- Follow all laboratory safety rules.

The undersigned understand and agree to abide by these rules.

List Technical or  
Research Advisor

Student  
Name

Date

Student  
Signature

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