

UNDERGRADUTE PRELIMINARY KEY REQUEST FORM

Full Legal Last Name:	Full Legal First Name and Middle Initial:		
CSU ID Number:	Email:		
Office Room Number:	Office Phone Number:		
Room Number of <u>Metal</u> Keys Requested:			
Key Card Clearance(s) Requested: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> Chemistry Building <input type="checkbox"/> Chemistry ARC B115 XRD ** <input type="checkbox"/> Chemistry ARC B2 600 NMR ** <input type="checkbox"/> Chemistry ARC Basement Main Lab ** <input type="checkbox"/> Chemistry ARC C3A Magnetic Properties Lab ** <input type="checkbox"/> Chemistry ARC C3E 500 NMR ** <input type="checkbox"/> Chemistry ARC C4 XPS/XRD Lab ** <input type="checkbox"/> Chemistry ARC-ISS Yates 101 ** <input type="checkbox"/> Chemistry Main Lobby Entry <input type="checkbox"/> Other </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> Chemistry Research Building <input type="checkbox"/> Chemistry RB Building Entry <input type="checkbox"/> Chemistry RB 1st Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 2nd Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 3rd Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 4th Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB ARC 109 Main Lab ** <input type="checkbox"/> Chemistry RB ARC 204L SCXRD ** <input type="checkbox"/> Other </td> </tr> </table>		Chemistry Building <input type="checkbox"/> Chemistry ARC B115 XRD ** <input type="checkbox"/> Chemistry ARC B2 600 NMR ** <input type="checkbox"/> Chemistry ARC Basement Main Lab ** <input type="checkbox"/> Chemistry ARC C3A Magnetic Properties Lab ** <input type="checkbox"/> Chemistry ARC C3E 500 NMR ** <input type="checkbox"/> Chemistry ARC C4 XPS/XRD Lab ** <input type="checkbox"/> Chemistry ARC-ISS Yates 101 ** <input type="checkbox"/> Chemistry Main Lobby Entry <input type="checkbox"/> Other	Chemistry Research Building <input type="checkbox"/> Chemistry RB Building Entry <input type="checkbox"/> Chemistry RB 1 st Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 2 nd Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 3 rd Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB 4 th Floor (includes RB Building Entry) <input type="checkbox"/> Chemistry RB ARC 109 Main Lab ** <input type="checkbox"/> Chemistry RB ARC 204L SCXRD ** <input type="checkbox"/> Other
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** ARC STAFF APPROVAL IS REQUIRED FOR ALL ARC KEY CARD CLEARANCES PRIOR TO FORM SUBMISSION.			
<input type="checkbox"/> Yes <input type="checkbox"/> No Chemistry Major Non-Chemistry Major Department:	ARC STAFF APPROVAL		
<input type="checkbox"/> Yes <input type="checkbox"/> No Chemistry Major Non-Chemistry Major Department:			
KEY MANAGER APPROVAL			

Date Signature AND Print Name of Faculty Advisor or Supervisor

AGREEMENT FOR UNDERGRADUATE ACCESS TO THE CHEMISTRY BUILDING

Undergraduate access to the Chemistry Building will only be granted to undergraduate students agreeing to the following policies:

1. The undergraduate student **MUST** have sufficient previous research experience to pose no danger to others in the laboratory.
2. Undergraduate students are **NEVER** allowed to work in the laboratory alone. Someone else must **ALWAYS** be present in the laboratory, within sight and hearing, should an accident occur.
3. Should an undergraduate student gain access to the building after hours and find that the laboratory that they plan to work in is unoccupied, the student **MUST** leave the building **IMMEDIATELY**.
4. The undergraduate student will **NOT** allow building access to any other individual.

I understand and agree to ALWAYS abide by these policies.

Date Student Signature

I accept full responsibility to ensure these policies are strictly enforced anywhere in the building.

Date Signature AND Print Name of Faculty Advisor or Supervisor

EMAIL FORM TO: cindy.ungerman@colostate.edu