UNDERGRADUATE PRELIMINARY KEY REQUEST FORM

Last Name: ___________________________ Full Legal First Name and Middle Initial: ___________________________

CSU ID Number: ___________________________ Email: ___________________________

Your Chemistry Office Room Number: ___________________________ Your Chemistry Office Phone Number: ___________________________

Room Number of Metal Keys You Are Requesting: ___________________________

Key Card Clearance You Are Requesting:

☐ Chemistry ARC B115 XRD*  ☐ Chemistry RB Building Entry
☐ Chemistry ARC B2 600 NMR*  ☐ Chemistry RB 1st Floor (includes RB Building Entry)
☐ Chemistry ARC Basement Main Lab*  ☐ Chemistry RB 2nd Floor (includes RB Building Entry)
☐ Chemistry ARC C2B Helium Liquefaction*  ☐ Chemistry RB 3rd Floor (includes RB Building Entry)
☐ Chemistry ARC C3A Magnetic Properties Lab*  ☐ Chemistry RB 4th Floor (includes RB Building Entry)
☐ Chemistry ARC C3E 500 NMR*  ☐ Chemistry RB ARC 109 Main Lab*
☐ Chemistry ARC C4 XPS/XRD Lab*  ☐ Other ___________________________
☐ Chemistry ARC-ISS Yates 101*  ARC STAFF APPROVAL
☐ Chemistry UG (Yates 412 Computer Lab)
☐ Chemistry UG RA (Main Lobby Entry)
☐ Other ___________________________

*ARC Staff approval is required for ALL ARC clearances PRIOR to form submission.

☐ Yes  Chemistry Major
☐ No  Non-Chemistry Major: ___________________________

Date ___________________________ Signature of Faculty Advisor, Supervisor, or Responsible Party AND Printed Name

RETURN FORM VIA EMAIL TO: cindy.ungerman@colostate.edu

IMPORTANT: 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 I agree to abide by these policies at ALL times.

Student Signature ___________________________ Date ___________________________

I accept full responsibility to ensure these policies are strictly enforced in the building and in my laboratories.

Faculty Signature ___________________________ Date ___________________________