

Science Building Key Application Policy

A student wishing to obtain a key to access the Science Student Project Room (S174), or a science lab must first read the following policy and complete the “Science Building Key Sign Out” contract. These documents can be obtained from office S202-A or by downloading from the Faculty of Science home page (www.truscience.ca). **PLEASE NOTE that a refundable \$10 deposit** is required. Keys will be allocated to room users for terms of up to one year; in cases of individuals wanting to use the room for periods exceeding one year, access to the room will be reassessed on a yearly basis.

A. STUDENT PROJECT ROOM GUIDELINES–ROOM S174

The Science Student Project Room (SSPR) is intended to provide an environment conducive to the pursuit of experimental research activities, such as data analysis, reading and writing. The following guidelines were developed by the SSPR committee, in consultation with each of the three science departments, as a way of achieving that goal.

- Access schedule: The hours during which the SSPR and other rooms will be accessible to users will follow the schedule for Science Building access.
- List of room users: A list of SSPR users will be posted on the entrance door. To maintain a pleasant working environment for all users, users are asked not to bring guests to the SSPR. Faculty or TRU security may ask individuals not on the list to leave the room.
- Computer use: Each department has a computer to share and is available for SSPR users for accomplishing a variety of tasks, including printing documents, library searches, checking email, data analysis and graphing, report writing, and browsing the internet for information relevant to your project. However, consideration must be given to the fact that this is shared equipment; users must avoid monopolizing this/these computer(s). There is also an overflow common use computer to use on a first come basis.
- Music & sounds: Since the room is designated for research work, headphones are required when using radios, CD player, or other “music producing equipment” (including computers).

B. KEY SIGN OUT

The key(s) must be returned to the Science Administrative Assistant on or before the estimated project completion date. You are responsible for your key(s), it is **not** to be passed to anyone else. If you lose your key, you will report its loss immediately to Janice Karpluk. **Failure to return keys by the date of completion indicated on the form may result in a with-hold of grades.**

1. **ROOM S174** – Door and locker key are to be picked up and dropped off from Janice Karpluk Office S202-A
2. **ALL OTHER KEYS:** pick up and drop off at facilities services. Student must first obtain the necessary form from office S202A

SCIENCE BUILDING KEY SIGN OUT CONTRACT

I acknowledge that I have read the Science Building Key Application Policy and agree to abide by these guidelines. I understand that failure to respect these guidelines can result in my access to the room being revoked, and that failure to return Key(s) may result in a with-hold of grades.

Name (please print): _____

Signed: _____ Date: _____

Witness: _____

Keys requested:

#49 _____ # _____ Locker

Lab key(s) _____

I wish to use the room for: _____ (e.g. 448, SA assistantship, etc.)

Expected key return date: _____

Name of Supervisor: _____

Project Title: _____

Email address: _____

Phone: _____