

Independent Project/Student Clubs

To gain access to the facilities for independent projects/student clubs, you will need to have a Faculty Sponsor and a Student Safety Officer for your club. You will also need to prepare and submit a 1-2 page description of the project scope and activities to be performed in the Teaching Center space. This description must include a list of chemical and/or biological materials you plan to use, along with your plan for proper disposal of any hazardous materials. Both the Faculty Sponsor and the Student Safety Officer must acknowledge and approve of the plan, along with the policies of this agreement, and sign the agreement form to assume full responsibilities of the described activities to be performed in the Teaching Center.

After contacting lab management team about using the space, a one-on-one meeting will be scheduled to review and assign appropriate lab spaces, and also to provide any additional safety information.

At the meeting, we will go over the forms and policy of the teaching center. Each student must submit the following documents to either **Mong Saetern** (msaetern@stanford.edu) or **Jeffrey Tok** (jbtk@stanford.edu):

1. The "Student Project/Club Agreement" form (one per student).
2. The Safety form via google doc (one per student)

For everyone's safety, students will not be allowed to work in lab if the above documents are not turned in. *Please note that after-hour access to Teaching Center cannot be granted to student clubs. Supervision is required for after-hour usage.*

Student Project/Club Agreement Form

Project/Club Name: _____

Student Name: _____ ID #: _____

Email: _____

Requested Date(s): _____ Requested Room: _____

Emergency Contact Name: _____ Phone #: _____

Project description (attached a separate sheet if more space is needed):

I, the undersigned student, have requested permission to use the Teaching Laboratory space in Uytengsu Teaching Center with the sole purpose of working on the project described above. I am taking responsibility for my actions and will NOT hold the Uytengsu Teaching Center Management team liable in the event of injuries incurred while using this space. Furthermore, **I have read and agree to abide by the policies outlined in the "Uytengsu Teaching Lab Policy."**

Student's Signature: _____ Date: _____

Please check one:

Yes, I will be trained to be a safety officer. No, I will not be trained to be a safety officer.

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I, the undersigned Faculty Sponsor, have reviewed and approve of the student project described above. I have met with the student(s) who will carry out the work in the Teaching Laboratory, and I believe that the student(s) can safely and effectively conduct this project in the space per the "Uytengsu Teaching Lab Policy."

Faculty Sponsor Name: _____

Faculty Sponsor Signature: _____ Date: _____