Uytengsu Teaching Laboratory in Shriram Center

**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 provide description of the project scope and activities to be performed in the Teaching Lab 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 Lab.

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 group must submit the following documents to either **Mong Saetern** ([*msaetern@stanford.edu*](mailto:msaetern@stanford.edu)) or **Jeffrey Tok** (*jbtok@stanford.edu*):

1. The “Student Project/Club Agreement” form (one per group)
2. The Safety form: tinyURL.com/UTLsafetyform (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 Lab cannot be granted to student clubs. Supervision is required for after-hour usage.*

Uytengsu Teaching Laboratory in Shriram Center

**Student Project/Club Agreement Form**

|  |  |
| --- | --- |
| **Project/Club Name:** |  |

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| --- | --- | --- | --- |
| **Requested Date(s):** |  | **Requested Room(s):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** | **Email (@Stanford.edu)** | **Living On campus?\*** | **Will you be trained to be a safety officer?** |
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Email Mong ([mongJ@stanford.edu](mailto:mongJ@stanford.edu)) if there are additional names that cannot fit in this form.

\*Stanford COVID restrictions mandate off-campus UG to file for exceptions to come on campus to work on research projects.

**Project description:**

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**Chemical Hazards:**

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**Biological Hazards:**

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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 Lab 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**](https://uytengsuteachinglab.stanford.edu/uytengsu-teaching-lab-policy)**.”**

Student’s Signature (s):

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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 Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Sponsor Signature: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_