APPLICATION FORM FOR ACCESS TO MSE FACILITIES
NON-MSE FACULTY, STUDENTS AND STAFF

Applicant's Printed Name [First/M.I./Last]:_____Home Dept._____

Email: _____; Cell:_____; Office: _____

Applicant's Status (circle One): Faculty, Graduate, Post-doc, Staff, Visiting Scientist

Faculty Supervisor Name:_____; Email: _____; Dept.: _____

Your signature constitutes an agreement between you and the MSE Department that you will safeguard any keys (or codes) which have been issued to you. Do not lend these keys or access codes to anyone else and do not store them in any location which is accessible by anyone other than you.

If your keys are stolen, lost or misplaced, notify the MSE Facilities Manager or the Laboratory Manager or the MSE front office staff at once so that precautions can be taken to prevent unauthorized access. If, after a reasonable period, missing keys cannot be located, the corresponding locks will be re-keyed and new keys will be issued as soon as possible. Following the loss of keys, reapplication and approval for keys is required before keys will be re-issued.

The supervisor approving this application agrees to any financial encumbrances as a result of key loss or theft. The cost to re-key a single lab may be $300 or higher. The cost to re-key the building may be $2,000 or higher. Extenuating circumstances may permit relaxation of this responsibility.

By being granted access to MSE teaching/research facilities, you agree to maintain building and laboratory security.

- **MSE teaching laboratories may be accessed normally from 8:00 am to 5:00 pm, Monday through Friday. Should you find any of these facilities unlocked after normal working hours, it is your responsibility to lock them to prevent unauthorized access. If the outside doors to any MSE buildings are unlocked between 11:00 pm and 6:00 am, please notify the campus police department.**
- **You will not be held responsible for locking someone out of a lab or a building that was carelessly left unlocked.**
- **If you notice anyone who does not appear to belong in the building or anyone who acts in a suspicious manner while in the building, contact the VT Police Department at 911 or 231-6411 (non-emergency).**
- **Doors of unattended labs are not to be left propped open.**

Keys/codes will not be issued until this application is filled out in its entirety, signed by the applicant and counter signed by the MSE faculty as the responsible party, the MSE Facilities Manager/Safety Officer and the MSE Laboratory Manager.

By signing below, I certify that I have read and understand the MSE Safety/Laboratory Use Policy and agree to abide by the statement therein.

Signature of Applicant: _____; Date: _____

I agree to pay for any equipment damage caused by carelessness or failure to follow established procedures, as distinguished from ordinary wear and tear.

Signature of Non-MSE Faculty Supervisor: _____; Date:_____

Signature of Responsible MSE Faculty: _____; Date: _____

Application Approved: [Y] [N]; Comments:_____

Signature of Facilities Manager/Safety Officer*: _____; Date: _____

Signature of Laboratory Manager*: _____; Date: _____

*Names provided on the MSE website under Facilities

Key / Door Code	Building & Room Number	Key & Sequence #	Date Assigned	Date Retrieved

Last Update: April 6, 2016 /Suchicital