

After Hours and Weekend Access Request

Design Lab Fabrication Area

For weekday lab use, email request by **10 am of the requested day**.

For weekend (i.e. Saturday & Sunday) lab use, the deadline is **10am on Friday**.

Name: _____

Email: _____@rpi.edu

Project: _____ Project Engineer: _____

Activity:

What will the team/students be doing in lab?

Time:

Date and hours requested

Who:

List of expected students

Equipment:

What equipment and tools will be used?

Supervision:

What TA, staff member, or professor has agreed to supervise?

Email this completed form to Sam Chiappone - chiaps@rpi.edu

Wait for an email back with approval or refusal of the request.