

# 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: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_@rpi.edu Project: \_\_\_\_\_

Project Engineer: \_\_\_\_\_ Chief 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](mailto:chiaps@rpi.edu)

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