REQUEST FOR OVERNIGHT/WEEKEND KEY USE
CHEMISTRY & BIOCHEMISTRY DEPARTMENT
CAL POLY STATE UNIVERSITY

Chemistry & Biochemistry Department policy stipulates that students may hold project room keys only between 8:00 am and 5:00 pm, Monday through Friday. The time constraints of an experiment may occasionally require an exception to that stipulation. This exception may be granted only for ONE overnight period or for ONE weekend period (from Friday afternoon to Monday morning) by this document.

For this exception to be granted there must be another person present in or near the project room while an experiment is being prepared, performed, and cleaned up. This person (the “buddy”) must be conversant in the processes and materials being used and be able to render assistance in case of an accident.

Room Number _____________
Name of Student Requesting this Exception ________________________________
Name of the Other Person (the “buddy”) _________________________________
Reasons for requesting this exception are:

The experimental work which will be done during this time is:

I agree to return the key(s) before noon to the Chemistry Stockroom on the weekday morning immediately following the date I have indicated as “Today’s”.
(Keys borrowed on Friday are due Monday).

Student’s Signature ___________________________  Today’s Date ______________

I have read and approve the above request. I understand that it is my responsibility to enforce current safety policies.

Project Advisor’s Signature ___________________________  Date ______________