

DE LA SALLE UNIVERSITY

GOKONGWEI COLLEGE OF ENGINEERING
CIVIL ENGINEERING DEPARTMENT
LABORATORY SPACE RESERVATION FORM

Instructions:

1. This Form applies to all Undergraduate and Graduate Civil Engineering Students.
2. The group can reserve only one (1) of each kind of laboratory space per Form.
3. Only groups who have successfully accomplished the Google Form will be allowed to reserve a space in the laboratory. The responder's copy of the Google Form response should be presented to the CE Laboratory Technician upon the Reserved Date and Time.
4. The approved hard copy of this Form should be presented to the CE Laboratory Technician upon the Reserved Date and Time.
5. The maximum duration of the use of the laboratory floor, drying oven, and curing tank space is two (2) weeks, two (2) days, and one (1) month, respectively.
6. The extension of each kind of space is limited up to two (2) times only per Form based on the discretion of the CE Laboratory Technician.
7. Groups may share the laboratory space with other groups, which should be noted within the approved hard copy of this Form.
8. Any material or specimen outside of the reserved laboratory space will be disposed of and investigated immediately. Groups/individuals leaving materials or specimens outside of the reserved space **will not be allowed to use any laboratory space**.
9. The Requesting Party is responsible for disposing of the content of the reserved laboratory space at the end of the requested period. Groups/individuals leaving materials inside the reserved space after the approved period **will not be allowed to use any laboratory space and will be denied the Laboratory Clearance**.
10. The scanned hard copy of this Form wherein the **DISPOSAL/TRANSFER OF CONTENTS IN RESERVED LABORATORY SPACE** portion was accomplished, should also be uploaded in the initially filled-out Google Form at the Disposal/Transfer Date by editing the response. **The Laboratory Clearance will automatically be denied if the Requesting Party fails to update the Google Form.**
11. Waste raw materials, unusable excess mixture, and/or tested samples are absolutely not allowed to be stored within the reserved laboratory space. **Future requests for reservation of space will automatically be denied if the Requesting Party stores prohibited items within the space.**

REQUESTING PARTY

Name of Student Representative (Last, First M.I.)	Activity and Course Code	ID Number	Laboratory Room Number	Email Address

RESERVATION OF LABORATORY SPACE

Space	Shared with (Student Representative of the other Group)	From		To		(3) Checked and approved by (CE Laboratory Technician)	(5) Status (CE Laboratory Technician) (Disposed, Transferred, or Extended)	(6) Cleared by (CE Laboratory Technician)	(1) Prepared by Student Representative
		Date	Time	Date	Time				Signature over Printed Name and Date
									(2) Noted by Adviser
									Signature over Printed Name and Date
									(4) Approved by CE Lab Coordinator
									Signature over Printed Name and Date

DISPOSAL/TRANSFER OF CONTENTS IN RESERVED LABORATORY SPACE

☐ Contents were DISPOSED ☐ Contents were TRANSFERRED to _____	Date of Disposal/Transfer _____	By signing this portion of the Form, the Student Representative and the group members understand that the contents in the initially reserved space and additional reservations within this Form are disposed of or transferred.	
(1) Prepared by (Student Representative)	(2) Noted by (Adviser)	(3) Cleared by (CE Laboratory Technician)	(4) Noted by (CE Laboratory Coordinator)
_____ Signature over Printed Name and Date	_____ Signature over Printed Name and Date	_____ Signature over Printed Name and Date	_____ Signature over Printed Name and Date