

Hands-On Lab Usage Request

Physical Science 206

****Internal Use Only****

Request approval date: _____

NOT approved: _____

Requestor Notified date: _____

Usage Policy: Requests for lab usage will be taken at any time. Submit request to the Center for Mathematics & Science Education where the calendar will be kept for the lab. Requests will be accepted based on the Usage Priority Levels below. Respond to all items below in order for the request to be considered complete.

Event Description: _____

Event population (i.e., univ. students, middle school, etc.): _____ **# of Participants:** _____

Request Date(s): _____ **Time** (e.g., 8a-12:30p): _____

Requested By (responsible party): _____ **Email:** _____

Usage Priority Level:

- 1. Science Education Class (Official courses in HOL, including lab prep and clean-up.)
- 2. Programs and activities supported by CMSE or the Science Education Group.
- 3. Other science/math education activities in line with CMSE goals.
(see <http://www.csuchico.edu/cmse>)
- 4. College of Natural Sciences and other College units' requests that do not fit into categories 1-3.
- 5. Other university requests.

Justification of priority level (please attach additional sheet if necessary): _____

Equipment/Materials needs (please check any boxes that apply):

- Microscopes Smart Board Burners
- HOL program activity materials; activity name: _____
- Other _____ Other _____
- No other equipment/materials needed.

It is assumed that any use of the lab will result in perfect condition after usage. Clean up will be required after each use of the lab and, if not, further usage will be revoked. Requesting party is responsible for any breakage and replacement of equipment. _____ Please Initial

Requests for usage will be considered only after science education classes are scheduled. Entire semester usage requests will rarely be approved, however may be allowable. Please provide additional documentation that existing facilities are not available or why PHSC 206 is better suited than other alternative facilities.

**Please return request to the Center for Mathematics & Science Education, Holt 377, zip 530.
A response to the requests will be provided by email as soon as possible.**