



**Undergraduate Laboratory Access**

I agree to the non-refundable fob fee of \$5 and understand that it will be charged against my University of Regina student account.

If my fob is damaged, I will return it to the Faculty Office for a replacement, at no charge. If I lose my fob, I will IMMEDIATELY report it to the Faculty Office and a replacement will be issued for a \$5 fee. Failure to report lost fobs could result in liability if damage or theft occurs and the log report indicates that my lost fob was used for access. I will not deface the fob or write my pin number, name, etc., on the fob. No food or drink is allowed in labs. Please do not let others into the labs or prop open doors. See other side of this form for lab regulations.

**Undergraduate laboratory access:**

I am aware that Laboratory Instructors/Managers can remove me from laboratories and/or deny access if I do not adhere to safety requirements, laboratory rules, or COVID protocols (if applicable). I must also complete safety training as specified by the Laboratory Instructors/Managers, which at minimum includes a General Safety Orientation on UR Courses (valid for one year). If not already enrolled, contact [engg@uregina.ca](mailto:engg@uregina.ca).

My fob will be taken away for non-compliance with the regulations; upon a first offence the fob may be picked up the following week on Thursday and a subsequent offence will be 30 days. Fobs will be held at the Faculty Main Office.

I fully understand the terms of this contract and am bound by this agreement.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
U of R Student Number

\_\_\_\_\_  
Major

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Special Room Access

Approval Signature

- App Lab (ED 148 – SSE Students)
- RESS (ED127 or ED128 – council members)
- IEEE (ED184 – members only)
- Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Office Use Only*

General Orientation Completion: \_\_\_\_\_

Enrolled in Current Semester?  Yes  No

\$5 Fee Charged:  Yes  No

# General Use of Computer Lab

- No food or drink.
- No chewing gum.
- No moving the lab equipment and/or cables.
- No illegal copying of ANY materials.
- Please keep sound levels to a minimum and respect those around you.
- No bicycles or bike parts.
- No disruptive behavior.
- Please keep the door closed at all times.
- The labs are for Engineering students, staff and faculty ONLY. We reserve the right to check IDs and remove anyone without a fob.

## COVID Protocols

- Stay up to date with COVID protocols (if applicable) by regularly checking UofR email and visiting <https://www.uregina.ca/term-updates/>.