COLLEGE OF
Engineering, Architecture
&Technology

CEAT Advanced Technology Research Center (ATRC) Student Excellence Center (SEC) Usage Guidelines	Policies and Procedures CEAT-L-004 Effective Date: 9/12/19

Eligibility for Use

1.01 The College of Engineering, Architecture, and Technology (CEAT) Advanced Technology Research Center (ATRC) Student Excellence Center (SEC) is available for use by the following:

- CEAT Students, Faculty, and Staff Organizations
- Oklahoma State University
- Alumni and Friends
- General Public

1.02 The SEC's facilities cannot be used by any group for purposes other than for which the reservation was made. The CEAT Dean's Office reserves the right to determine eligibility based on the type of group and the nature of the event.

Reservation Procedures

2.01 All activities in the Student Excellence Center will need to be approved and scheduled by the CEAT Dean's Office. CEAT Student Council will act as the liaison between the students and the Dean's Office for the SEC functions. Reservations can be made by contacting the Dean's Executive Administrative Assistant at 405-744-5141, the Dean's Front Desk Administrative Assistant at 405-744-5140 or CEAT Academic Affairs Administrative Assistant at 405-744-1479.

2.02 For non-CEAT requestors, an agreement with quoted costs will be forwarded for signature following an inquiry and tentative booking. All reservations will be based on availability of space and compliance with the guidelines of this policy.

2.03 Request availability from Monday-Friday (during the academic year) 8:00am - 5:00pm is as follows:

- Only 6-8 hours per week will be allowed for CEAT Administration and/or CEAT School activities, including Engineering Extension and Student Services. This includes the Dean's Building Leadership Initiative lunch.
- Only student organizations will be allowed to reserve the space for student activities.
- CEAT Student Services can utilize the space for tours and prospective student visits.
- CEAT Scholarship Office can utilize the space for recruitment, scholarship activities and other needs including but not limited to CEAT Scholarship Interview day.
- No activities will be allowed during Dead Week and Finals Week. Exception is for the supply of food by donors provided and monitored by the CEAT Scholarship Office.
- Sr. Design and Poster competitions will be allowed along the outer edges and hallways.

2.04 Request availability for evenings (5:00 pm – 10:00 pm) and all weekends are open to all CEAT activities, including, but not limited to, the CEAT Administration, Schools, Engineering Extension, and Student Services.

Building Rentals and Fees (as applicable)

3.01 Non-CEAT users will be charged in accordance with the fee schedule below. To **confirm** a reservation, a deposit in the amount of the room rental fee, a valid University fund or a credit card number, and a signed rental agreement are required. CEAT requires a valid University fund or a credit card number (debit or p-cards are also acceptable) be kept on file until after event invoicing is processed. Deposits are waived for official University events. *Tentative* reservations, or reservations without a paid deposit and signed agreement, will be honored for no longer than three (3) weeks. If the confirmation requirements are not received by the end of this time period, the tentative reservation will be cancelled and the room will be available to other groups. CEAT reserves the right, if necessary, to assign or reassign rooms or building locations in order to accommodate the combined needs of the customer, CEAT, and the university. Considerable care will be given to ensure comparable meeting space. If changes are necessary, the customer will be consulted in advance of the change. The fee schedule below will be observed.

ROOMS	*4 Hours or Less*	*Over 4 Hours*
Catering Kitchen	$50	$100
Exxon Mobil	$100	$200
Phillips 66 Plaza	$200	$600
Sharon V's Number Crunch Café	$50	$100
Seminar Room 103 or 101	$100	$200
Seminar Room 102	$200	$400
Vogt Family Networking Lounge	$250	$500

3.02 Funding from collected fees will be used to support CEAT Student Council based activities as well as maintain the SEC facilities.

3.03 Official University meetings receive a 25% discount off of room rental rates. Groups can qualify for University Rates only if the primary funding for the event is borne by an official University department or organization.

Liability Insurance

4.01 In such instances that it is required by CEAT, non-university organizations shall provide and maintain comprehensive general liability and personal injury liability insurance against any loss or liability from damages which may result from activities at or associated with the SEC. CEAT should be listed as

"Additional Insured" and the limits should not be less than one million dollars ($1,000,000) for injury for each person injured in any one accident and not less than one million dollars ($1,000,000) for property damage. Insurance coverage is subject to the approval of the University.

Space Usage Guidelines

5.01 Refer to each space-specific guideline for requirements on checking in/out and clean-up requirements:

No.	*Rooms (ATRC Bldg 46)*	*Sq. Ft.*	*Conf. Room*	*Class Room*	*Banquet*	*Theater*	*Reception*
1	Catering Kitchen	213					
2	Exxon Mobil	397	20	20	-	-	
3	Phillips 66 Student Plaza				272 (round tables)		830 (no tables/chairs)
4	Seminar Room 102	1800	80	80			
5	Seminar Room 103 or 101	825	35	35			
7	Sharon V's Number Crunch Café	94					
8	Vogt Family Networking Lounge	4016	-	-	80	100	100

5.02 Use of the grills on the Phillips 66 Student Plaza requires a training session with CEAT Facilities no more than seven (7) days prior to the event. Contact CEAT Facilities at 405-744-3734 or 4-0388 once your reservation has been confirmed to schedule the grill training.

Food and Beverage

6.01 If food or beverages are served, rental of the catering kitchen and the Sharon V's Number Crunch Café are required. Organizations are required to provide certification of completion of a food handling course (offered by Payne County Health Department and other organizations).

Alcohol

7.01 Alcoholic beverages are not allowed in any of the ATRC spaces.

Cancellation Policy

8.01 Cancellations will be accepted provided that notification is given in writing to CEAT. CEAT reserves the right to charge any costs incurred prior to cancellation:

- Reservations cancelled at least 60 days before scheduled date(s) will incur no rental costs.
- Reservations cancelled at least 30 days before scheduled date(s) will be charged 50% of room rental costs.
- Reservations cancelled less than 30 days before scheduled date(s) will be charged 100% of room rental costs.

Billing

9.01 All bills for use of the SEC will be prepared by the CEAT and will be payable in full upon receipt. Payments not received within 45 days after invoicing will be charged to the credit card on file plus a 3% processing fee. CEAT reserves the right to require deposits and credit references for organizations and individuals using the SEC.

Audio-visual

10.01 Audio-visual arrangements should be made in advance, preferably at the time the reservation is made. Although the appropriate CEAT staff are well-qualified to set up all of the equipment and able to troubleshoot problems that occur, a technician will not be provided unless arrangements have been made ahead of time. If any CEAT provided audio visual equipment is not returned, costs to replace the equipment will be charged to the organization that booked the event.

Parking and Handicapped Access

11.01 Parking at the ATRC during regular business hours Monday through Friday from 8:00 am to 5:00 pm requires a University permit. Visitor permits may be obtained at the OSU Parking Services office located at the Intermodal Facility located at Hall of Fame and Monroe. CEAT complies with current American with Disabilities Act standards and the SEC is completely accessible and functional to the physically impaired.

Advertising and Promotions

12.01 All advertising material is subject to the approval of CEAT Marketing prior to the placement of such advertising. All advertising space on the premises is the exclusive property of CEAT. If the renting individual or organization advertises, promotes or sells the event to the general public, said individual or group agrees to clearly identify themselves as the promoter, producer, presenter or organizer in all their advertising, promotions and sales and will advertise their event as held at OSU College of Engineering, Architecture and Technology.

Decorations

13.01 Decorations may not be affixed to walls, ceilings, floors or stairways of the SEC. Party decorations and furniture rearrangements in reserved rooms must be coordinated in advance with CEAT. Use of candles is restricted to enclosed flames (e.g., votive or hurricane lamp with chimney). The flame must be at least one inch from the top of the container or floating in water. An additional cleaning or replacement charge will be assessed for wax damage to carpet or fixtures. Use of types of confetti and glitter is prohibited in the SEC. CEAT is not responsible for lost, damaged, or stolen articles. No posters or banners will be permitted on the ATRC building exterior or grounds without the express written consent of CEAT.

General Policies for ATRC SEC Operations

14.01 Oklahoma State University is a Tobacco-Free campus. A NO SMOKING AND NO TOBACCO POLICY is in effect inside the building and on the entire Stillwater campus. Organizers and attendees of events (meetings, conferences, lectures, cultural and sporting events) using OSU facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees. OSU Police Department does enforce the policy and violators will be ticketed on site.

14.02 Appropriate standards of dress and behavior will be observed at all times for events held in the ATRC.

14.03 All groups are responsible for leaving the SEC facilities clean and orderly after use and are responsible for any damages incurred. An additional cleanup charge may be assessed for meeting rooms/reception areas not left in a satisfactory condition, as determined by CEAT.

14.04 If the University is closed due to inclement weather, the ATRC will also close. Any events booked on that day will need to be rescheduled. If the event is not able to be rescheduled, the deposit will be returned to the client.

14.05 Animals, except for service animals and those in OSU's Pet Posse, are not allowed inside the ATRC.

14.06 All persons or groups using the ATRC must abide by the rules and regulations of the University.

14.07 Neither the University or CEAT are not responsible for lost, damaged, or stolen articles.

14.08 The removal of any fixtures, furniture, or furnishings from the ATRC is prohibited.

14.09 All events must conclude no later than midnight.

14.10 Flowers, rice, birdseed, wheat, and other similar materials may not be tossed as you exit either the room or the building.

14.11 No firearms or weapons will be allowed in the ATRC.

14.12 CEAT reserves the right to change or modify these Usage Guidelines as it deems necessary without notice to any other party, which such changes shall be binding upon the individuals and organizations using the facilities at the time of change.

14.13 The SEC Key Issue/Return Form (Attachment F) will be used to document the issuance and return of keys.

Attachment A

GUIDELINES FOR THE SEC KITCHEN AND SHARON V'S NUMBER CRUNCH CAFÉ

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve through the CEAT Dean's Office (201 ATRC).

- Review guidelines.
- Review kitchen utensils needed for your event.
- If you have a special request discuss at the time of your reservation.
- If you need to store items in the kitchen/cafe` prior to your event, make the request at the time of your reservation – check availability of use at time of reservation.

____ Pick up keys to the kitchen and café on the day of your event during the week or on Friday if your event is on Saturday or Sunday. Note: Key pick-up and return should be set up as separate calendar invites.

- Verify card swipe ability to enter the Lobby.
- Note: Not everyone will have lab access, so they need to plan to walk around the building versus using the loading dock/lab entrance.

____ If access to the refrigerator is needed, check-out this key as well.

Clean-up/Turn-in

____Wash and return all kitchen utensils and any other items (pitchers, trays) to their proper place in the kitchen and café after your event is over.

- You are responsible for emptying the dishwasher (after items are cleaned) before leaving. Note the run time is 2 hours. If needed, return the following day to unload the dishwasher.

____Remove all food items from the kitchen and café after your event is over.

- If you leave food in the café for others in the building to eat, make arrangements to clean up and throw out, or remove any food/drinks not consumed.

Do not leave soda, water or food in the kitchen and café for future event use. They will be absorbed into other events as they may be needed, and are not guaranteed to be there when you return. CEAT is not responsible for these items that go missing.

____ Remove food trash from the kitchen and area where food is served after you event is over.

- If your event is catered, please coordinate with caterers. Remain to ensure that they properly clean up and take out the trash.
- Trash dumpsters are located at the ATRC loading dock or on the northwest side of the parking lot north of the ATRC. After 5 pm, the ATRC loading dock dumpsters can only be accessed by walking around the north side of the ATRC from the lobby.

____Turn off lights and lock doors at event conclusion.

- Main light switch is located next to the donor wall on the east side of the Lobby.

____ Return broom, dust pan, and mop to the ATRC lab ice machine room 122, or if unable to access the lab, then put them in the kitchen next to the refrigerator.

- Ensure doors between the Lobby and Lab are closed, especially on the weekends and after-hours to prevent unauthorized access.

Attachment B

GUIDELINES FOR THE PHILLIPS 66 STUDENT PLAZA

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve through the CEAT Dean's Office (201 ATRC).

- Review guidelines.
- Each user must complete a "grill training" session within 7 days of the event if the grills are to be used. Contact CEAT Facilities at 405-744-3734 or 4-0388 to schedule a training session.
- Any furniture you move for your event needs to be moved back as it was when you started. Keep in mind when moving furniture to not block doors and or exits.
- Make arrangements for any tables, kitchen items, etc. you will need to use for your event
    - There are nine (9) five-foot diameter tables available for use within CEAT, you must request these with your reservation.
        - Tablecloths (disposal ones are acceptable) must be used with these tables. The party making the reservation is responsible for providing their own tablecloths.
    - CEAT does not have chairs for outdoor use. Chairs must be reserved from OSU Facilities Management via the online customer portal found at: https://workorder.okstate.edu/Customer/Request. Use your O-Key information to login. Under the "request information" box "select problem", type in "special events" and select the item that pops up. OSU FM will provide (for a rental fee, so add departmental funding information as well) any chairs or extra tables you may need. In the "request description" box let FM know the details.
- Maximum occupancy is 830 if standing only and 272 if using tables and chairs.

____ If serving food, the SEC kitchen must also be reserved with the Phillips 66 Plaza. Pick up keys on the day of your event during the week or on Friday if your event is on a Saturday or Sunday.

- Review kitchen and café` guidelines and follow clean-up/turn-in procedures for the kitchen.
- Verify card swipe ability to enter the Lobby.
- Note: Not everyone will have lab access, so they need to plan to walk around the building versus using the loading dock/lab entrance.

____ Consider reserving the Vogt Family Networking Lounge, if it is available, as a backup space in case of inclement weather. If it is not available, consider rescheduling your event or finding another space for backup.

- Review Vogt lounge guidelines.
- Verify card swipe ability to enter the Lobby.
- Note: Not everyone will have lab access, so they need to plan to walk around the building versus using the loading dock/lab entrance.

____ Obtain broom(s), dust pan, mop, and extra trash cans from the ATRC lab ice machine room.

Grill Operation Instructions – Will be reviewed during the grill training session; the video should be viewed prior to the training session.

____ Prior to use:

- Review the following YouTube video with instructions starting at ~ 1:55: https://www.youtube.com/watch?v=ZkYmfXTzzg0&list=UUdGMel5F67Xx_DQqXC7ughA
- Check out (located in room 104) and utilize the following:
  - Fire extinguisher
  - Ash buckets: marked one for ash and the second for the unused pellets
  - Grill utensils
  - Grill aprons (2)
  - Grilling hand protectors (2 sets)
  - Pellets
  - Grill cleaning brush
  - Grate key
- Unlock the grill covers.
  - Remove the gate (takes two people) and set it off to the side where it is out of the way and will not be a tripping hazard.
  - Remove the chain and set aside with lock to put back on the grill when clean-up is finished.
- Line the drip tray with heavy duty aluminum foil.
- Coat the grates with cooking oil (this is down by putting oil on a napkin/towel and rubbing the grates (top and side).

____ Start-up and Operation:

- Open the grill lid(s) and add pellets in the hopper; do not overfill.



- Lift the grate(s), utilizing the provided grate key, if needed, and verify:
  - that the fire pot is clean and clear of ash.
  - the pellet slide is clean.
- Return the grates to position.
- On the east side of the brick grill enclosure, locate and flip the switch to on (one or two depending upon how many grills will be utilized).
  - Back at the front of the grill, turn the master on/off switch to "ON" and make sure that the "FAN" button shows a green light.



- NOTE: When the unit is first lit, it will smoke for 15-30 minutes as the fire starts and oils and impurities are burned off.
  - When the smoke clears, verify that each burner is lit; if not, proceed to shut down procedures and report the grill as inoperable to the CEAT Facilities Manager.
  - **ALWAYS allow the unit to pre-heat prior to cooking.**
- Congratulations, you are now grilling.
  - The igniters will run automatically as needed.

- Occasionally, check the hopper to ensure there are pellets and add more as needed.
  - NOTE: The unit will cook on HIGH for 4 hours without adding more pellets.
- For searing set the burner to "HI."
- For cooking and finishing set to "MED."
- During slow times, set to "LOW."

____ Shut down

- If you have been running on "HIGH", drop the unit to "LOW" for at least 5 minutes, otherwise, proceed to the next step.
- Press the "on/off" button on each controller.
- WAIT until the fans stop running, this will be about 15 minutes.
- Go to the east side of the brick grill enclosure and flip the switch(es) to turn off power.

Clean-up/Turn-in

____ The grill must be cleaned. This includes:

- Cleaning the grates with a metal brush.
- Remove the drip tray(s).
  - Place the contents in the appropriately marked ash bucket.
  - Wash the drip tray with detergent and cloth.
    - Utilize the outside house (located on north end of Engineering North) or the ATRC kitchen.
  - Return the cleaned drip tray(s) to the grill.
- Cleaning the grill grates using the grill cleaning brush.
- Clean out fire pots of excess debris.
- Remove unused pellets and place in the appropriately marked ash bucket.
- Wipe off all exterior surfaces using detergent and cloth:
  - Grill itself
  - Countertops and storage cabinets on either side of the grill
- Returning grill utensils and grill cleaning brush to their container located in either the kitchen or Room 104 (to be coordinated with Plaza check out).

____ Remove all food and drink items from the Plaza after your event is over.

- Do NOT leave food or drinks outside; all food/drinks must be brought inside or disposed of.
- If you leave food in the Vogt room or café for others in the building to eat, make arrangements to clean up and throw out, or remove any food / drinks not consumed.

Do not leave soda, water or food in the kitchen and café for future event use. They will be absorbed into other events as they may be needed, and are not guaranteed to be there when you return. CEAT is not responsible for items not removed immediately following events.

____ Remove food trash from the grill and area where food is served after you event is over.

- If your event is catered, please coordinate with caterers and remain and ensure they properly clean up and dispose of trash.
- Trash dumpsters are located at the ATRC loading dock or on the northwest side of the parking lot north of the ATRC. After 5 pm, the ATRC loading dock dumpsters can only be accessed by walking around the north side of the ATRC from the lobby.

____ Return broom, dust pan, and mop to the ATRC lab ice machine in Room 122, or if unable to access the lab, then put them in the kitchen next to the refrigerator.

____ Return the following to Room 104:

- Fire extinguisher
- Ash buckets: marked one for ash and the second for the unused pellets
  - NOTE: If contents are hot, leave them on the Plaza next to the grill with the lids firmly on.
- Grill utensils
- Grill aprons (2)
- Grilling hand protectors (2 sets)
- Pellets
- Grill cleaning brush
- Grate key

____ Lock the grill/covers and return the key(s).

- Put the grill gate back into position (remember to use at least two people).
- Run the chain through each grill cover and through the gate to the larger lock.
- Lock both locks.

____ Ensure all doors between the Plaza and the SEC (Lobby) are closed, especially on the weekends and after-hours to prevent unauthorized access.

Attachment C

GUIDELINES FOR ATRC SEMINAR ROOMS

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve through the CEAT Dean's Office (201 ATRC).

- Review guidelines.
- If use is outside normal business hours, a key will be provided by CEAT Academic Support the day of your event, or on Friday for a weekend event.
- Review A/V equipment, address any special requests when requesting the room.

Clean-up/Turn-in

____Leaving room:

- When your meeting is over, log off computer and turn off equipment on touch panel.
- In Room 102, if microphone and/or laser pointer is used return to tray in lectern.
- On your way out, turn off lights, lock all doors.
- Report any equipment problems or failures to CEAT Distance Education located in EN Room 101 or CEAT Academic Affairs in ATRC 201 east side.
- If you checked out a key, return it the day after your event.

____Serving Refreshments in the South Arch Outside of the Seminar Room:

- If a table is needed, request one at the time of reservation, make arrangements with CEAT Academic Support to get a table from Room 104.
- Remove trash after your reception is over.
    - Trash dumpsters are located at the ATRC loading dock or on the northwest side of the parking lot north of the ATRC. After 5 pm, the ATRC loading dock dumpsters can only be accessed by walking around the north side of the ATRC from the lobby.
- If catered, stay and ensure caterer's removed trash or you are responsible to remove trash.
- If SEC table was used, return table to Room 104.
- When you leave, ensure all food is removed from area.

___Using Vogt Room:

- If you are planning a meal with your event in the ATRC seminar room, you will need to reserve the Vogt Room; we do not serve food in these two rooms.
- Follow procedures for Vogt room

Attachment D

GUIDELINES FOR THE VOGT FAMILY NETWORKING LOUNGE

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve room via the CEAT Dean's Office (201 ATRC).

____ Review guidelines.

- Any furniture you move for your event needs to be moved back to the orientation and location it was when you started. Keep in mind when moving furniture to not block doors and or exits.
- Make arrangements for any tables, kitchen items, etc. you will need to use for your event.
- If you want to display content on the monitors in the Vogt room email CEAT marketing at ceatmarketing@okstate.edu. Please allow them sufficient advance notice to discuss options and try to fulfill any needs you may have.

____ If using the kitchen and café with the Vogt room, pick up keys on the day of your event during the week or on Friday if your event is on Saturday or Sunday. Note: Key pick up and return should be set up as separate calendar invites.

- Review kitchen and café guidelines.
- Verify card swipe ability to enter the Lobby.
- Note: Not everyone will have lab access, so they need to plan to walk around the building versus using the loading dock/lab entrance.

____ Using the A/V equipment in Vogt room:

- Control panel for A/V equipment is locked, it is important to make this known so that the key(s) to the A/V equipment and/or control box can be checked out.
- Plan time to review (i.e. practice) use of A/V equipment.
- Microphone is in a locked cabinet, so you will need to let the SEC receptionist know if microphone will be needed when making reservation.
- Schedule times to check out and return any needed equipment.

Clean-up/Turn-in

____Remove all food items from the kitchen and café after the event is over.

- If you leave food in the café for others in the building to eat, make arrangements to clean up and throw out, or remove any food/drinks not consumed. Do not leave for future events as there is no guarantee that they will still be there.

____ Remove trash from Vogt room after the event is over.

- If your event is being catered, discuss with your caterer before your event who will remove the trash. Ultimately, you are responsible to ensure the trash is removed.
- Trash dumpsters are located at the ATRC loading dock or on the northwest side of the parking lot north of the ATRC. After 5 pm, the ATRC loading dock dumpsters can only be accessed by walking around the north side of the ATRC from the lobby.

____ Turn off lights and lock doors at event conclusion.

- Main light switch is located next to the donor wall on the east side of the Lobby.

____ Return SEC items to CEAT Academic Support or CEAT Facilities Manager the next business day after your event.

- Return keys checked out to SEC receptionist.
- Return any A/V equipment used to SEC receptionist.

Attachment E

GUIDELINES FOR THE WILLIAM L. CAIN ACADEMIC CENTER

Event Name: Event Date:

Checked Out To: Verified Room Properly Returned:

Reserving/Checking Out

____ Reserve room via the CEAT Dean's Office (201 ATRC).

- The Cain Center is used for tutoring throughout the year.
- Review guidelines.
- If you rearrange the furniture for your meeting, put it back as when you entered the room.
- There is no audio/visual equipment in the Cain Center. If any is needed for your event, arrangements will need to be made prior to day of your event.
- If you have a special request for the room, please discuss it at the time of the reservation.

Clean-up/Turn-in

____ If food is served in the room, remove all food, drinks, and trash from the room after your event.

- If the Café is reserved for your refreshments, remove all food and trash from this area after your event.
- Return equipment and SEC items to CEAT Academic Support after your event or no later than the next business morning.
- Trash dumpsters are located at the ATRC loading dock or on the northwest side of the parking lot north of the ATRC. After 5 pm, the ATRC loading dock dumpsters can only be accessed by walking around the north side of the ATRC from the lobby.
- When leaving the room turn off lights.

Attachment F

College of Engineering, Architecture and Technology Dean's Office

SEC Key Issue/Return Form

Date: ____/____/____

Circle the Action: Key Issue Key Return

Please initial and sign after reading the following:

1. I understand that I have 2* days to return the checked-out key(s) back to 201 ATRC. Failure to do so will result in inability to check out keys in the future. _____
2. I understand that it is a privilege to use these facilities, thus I will leave this facility clean. Failure to do so will result loss of key check out privileges. _____
3. I understand that in checking keys out, I am liable. Lost or misplaced keys will result in up to $100 re-keying charge to my Bursar. _____

*If more than 2 consecutive days are needed, additional approval must be given by Amanda Lowe

Student Name: (Please Print) _____

CWID: _____

Student Phone Number: ( ) _____-_____

Email Address: _____

Organization Name: _____ **Facility Used:** _____

Key Assigned (include tag color/number)**:** _____ **Estimated Time:** _____

Student Signature: _____

CEAT Desk Worker: _____ **Date:** ____/____/____

Date review completed by Facilities Management: 3/25/16, 9/6/18, 9/10/19

Date approved by the CEAT Dean and CEAT Executive Council: 11/10/16, 9/12/18, 9/12/19