



Date of Request: [ ]

First Name: [ ] Researcher/Supervisor: [ ]
Last Name: [ ] Student/Staff ID#: [ ]
Email: [ ] Position (Master's or Doctoral): [ ]

Start Date: [ ] End Date: [ ]

Using "1", "2" and "3" indicate your top choices for room assignment.

Table with 6 columns: NCB 440, BGS 2027, BGS 2035, BGS 2052, BGS 3004, BGS 3035

Other (Collip, etc.): \_\_\_\_\_

Note: These spaces are scarce, and under high demand. We will do our best to accommodate your choices, but this will not always be possible.

In the box below, please provide a 4-digit number which you will remember. This number will be your code for the room assigned. Please do NOT share this code.

4-Digit Code [ ]

#

Once this has been processed you will be contacted with your room and desk assignment. Please DO NOT sit elsewhere. If there is an issue with your assigned space, if you won't need your office space until the original anticipated date or you wish to extend beyond that date, you MUST email

This space has been mapped out for the safety of you and your fellow colleagues.

- Please DO NOT move any furniture within the room and DO NOT bring furniture into this space.
Only students assigned to the room should be working within that space.
The use of kettles, coffeemakers, microwaves, toasters, etc., is NOT allowed within these rooms.
Food should NOT be kept in drawers unless it is properly contained (i.e. plastic or metal containers with lids).
When you have completed your program you should leave the desk empty and as clean as it was when assigned to you.
Adhering stickers is not recommended, otherwise you are responsible of their removal.
Please do not tape posters, etc. to walls.
A reminder that disinfectant wipes and hand-sanitizer have been supplied for your use; particularly important upon entering and exiting of the room and when touching high-contact surfaces such as light switches.

I hereby certify that I have read the rules and regulations provided for the office space and I would abide by these regulations.

Signature: