STUDENT CREATIVITY CENTER (SCC)  
SPACE UTILIZATION APPLICATION  
UCLA HENRY SAMEULI SCHOOL OF ENGINEERING AND APPLIED SCIENCE  

2018 - 2020 Academic Year  
Application Deadline: February 16, 2018 @5PM  
Max 10 pages

1. Please review the following documents before starting your proposal:  
   a. SCC Space Utilization Terms & Conditions Form  
   b. SCC Safety Protocols packet

2. Attach to this cover sheet, the justification for space utilization:  
   a. Description of the chapter  
   b. Contact information of leaders and faculty advisors  
   c. Needs of your chapter  
   d. Activity that space in the SCC will be used  
   e. Explanation of what space in the SCC will enable your organization to accomplish  
   f. Track record & overall impact of your chapter

3. Attach an excel spreadsheet of all tools, equipment, and chemical substances your org plans to use and/or store in the SCC.  
   a. Please submit in excel a second spreadsheet of all chemical substances that will be stored/used in other locations (please include location).

4. How you plan to manage the following:  
   a. Membership access (# of keys, key distribution & collection)  
   b. General maintenance & regular cleaning of the facility and your lab  
   c. Distribution & management of SCC Space Utilization Agreement, Safety Protocols, and  
   d. Safety & equipment training of tools, equipment, and substances for users of your space

5. Move-in/out plan and summer storage

Signatures below signify that:  
1) The Department Chair agrees to take on the responsibility of move-in/out and accommodation of this chapter over the summer,  
2) The Faculty Advisor is committed to ensure all students receive proper safety training and provide adequate supervision of activities within the SCC,  
3) The student chapter has read and agrees to uphold the Space Utilization Agreement, SCC Safety Protocols.  
4) There will be an audit of use and renewal of lease at the end of year 1.

Signature of Chapter President  Signature of Faculty Advisor  Signature of Department Chair  
Print name  Print name  Print name  
Chapter  Department  Department  
Email  Email  Email  
Date  Date  Date