

**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.

<hr/> <p>Signature of Chapter President</p>	<hr/> <p>Signature of Faculty Advisor</p>	<hr/> <p>Signature of Department Chair</p>
<hr/> <p>Print name</p>	<hr/> <p>Print name</p>	<hr/> <p>Print name</p>
<hr/> <p>Chapter</p>	<hr/> <p>Department</p>	<hr/> <p>Department</p>
<hr/> <p>Email</p>	<hr/> <p>Email</p>	<hr/> <p>Email</p>
<hr/> <p>Date</p>	<hr/> <p>Date</p>	<hr/> <p>Date</p>

