

GT-AE Shared Spaces User Agreement

One of the GT-AE Shared Spaces core goals is to facilitate a wide range of research and researchers to achieve their experimental goals. As such, it is crucial that our spaces be operated efficiently and respectfully regarding other users. To guide this, we have developed a set of rules for reserving and using our Shared Spaces:

Using the space

- Above all, the space must be used safely and responsibly, within the specific limitations of that individual space as outlined during in-person training.
- The space should be left in the condition it was found, or better. When your test campaign is complete, all trash and equipment should be removed.
- Storing personal equipment such as vehicles, test rigs, batteries, etc. is not permitted – everything shall be moved in at the start of a reservation and removed before the end of the reservation.
- A reservation is always required to use the space – even if it appears empty and an ad-hoc use is needed, the user must make a reservation on the calendar.
- There must always be an approved user physically present – other people are allowed, but only to support that approved user. An approved user reserving and/or giving access to a non-approved user under their own name is absolutely not permitted.
- Any damage, incident, or issue in the space must be immediately reported to the Lab Manager so appropriate remedies can be made.

Reserving the space

- Once a reservation is made, it must be actively attended. Temporarily leaving for lunch, coffee, going to your lab, etc., is fine, but if you reserve the space you must spend the bulk of the time actively there. *(One exception to this is in the case of a long reservation, where users may leave the space unattended/reserved for sleep, dinner, a meeting, etc.)*
- If a reservation is cancelled, the calendar entry should be removed as soon as possible.
- If a reservation finishes early, the calendar end time should be modified accordingly.
- Reservations should be made with an honest time assessment – inflation of expected test duration prevents others from using the space.
- Reservations shall never exceed 48 hours without approval of the Lab Manager, who will consult with other key users to ensure this does not unduly hinder their research.
- When making a calendar entry, its title should be your name only. The description/notes should then contain your cell number and email address in case you need to be contacted.

Declaration

By signing this User Agreement, I acknowledge that my access to GT-AE Shared Spaces is conditional upon my adherence to the rules set out above. I confirm that I have read these rules thoroughly, and pledge to abide by each of them faithfully.

Name _____

Date _____

Signature _____