

Milne Computer Lab Hours, Access Policy and Request for Special Access

Regular Hours	Monday through Friday, 8am-7pm (except when the campus is closed)
Special Access Hours	7 days per week, 8am-midnight (except when the campus is closed)
Important: The Milne Computer Lab will be closed holidays, as well as any other time the campus itself is closed, such as for inclement weather.	

Obtaining approval for Special Access Hours: Current students, instructors and other members of the OSU community may request access to the lab during Special Access Hours. Approved patrons will be able to use their ID cards to open the door to the lab area (accessed from the southeast stairs.) Inappropriate use of the lab facilities may result in loss of Special Access privileges. Special Access remains in effect through June 30, and must be renewed.

Rules in effect during Special Access hours:

- You may bring guests into the lab during special access hours provided they are also members of the OSU community. Anyone who has lost Special Access privileges due to inappropriate activities may not be admitted as a guest.
- You are responsible for the actions of any guests you bring into the lab.
- You may not leave doors open to allow others to enter; guests must enter with you.
- Activities or events that threaten life, safety, health or property, or which interfere with the use of the lab by other patrons (e.g. loud music), must be reported to the Department of Public Safety. There are red phones in the lab that connect directly to Public Safety.

General Lab Rules (applicable at all times):

- You may not eat in the lab. Food brought into the lab must be in a sealed container. You may not have drinks near the computers unless they are in sealed containers.
- You may not login for another person to use Campus Labs computers.
- You must abide by the OSU Acceptable Use Policy (<http://is.oregonstate.edu/security-and-it-policies/be-aware/be-aware-rules/acceptable-use>).

Important Note: Milne lab is under 24 hour video surveillance.

**Please fill-out the form on the second page to request permission
to use the lab during Special Access Hours.**

Request for Special Access

Instructions: You must print and sign this form -- electronic submissions will not be accepted. Bring the completed form to the IS Walkup Service Desk at 201 Milne. You will be asked to present your OSU ID.

Name: _____

OSU ID: _____

OSU Network (login) ID: _____

Preferred Email (for notification of approval): _____

I understand and agree to the Milne Lab rules as given in this document, and acknowledge that these rules may be changed as necessary. I further understand that violations may result in temporary or permanent loss of access to Milne Lab.

Approval may require 5-7 business days.

(signature)

(print name)