

SURREY PSYCH LAB/COMMON ROOM RULES OF USE

All students are asked to treat the lab with care and respect when in use and to adhere to the following rules and guidelines.

1. Hours of use:

Monday to Friday: between 9:00 AM and 8:00 PM

The lab will be available for use by students **with permission** during the above hours unless it has been reserved for hands-on lab activities. Students must sign in via the sign-in book located on the receptionist's desk.

Reserved room/lab times will be posted on the door and the [department website](#) 24 hours in advance. Students are welcome to contact us at **604-599-2299** or spsychlab@kpu.ca for the available hours.

2. Noise considerations:

Students are asked to keep noise levels to a reasonable level when using the lab. Please remember that there are classes going on, research labs and faculty offices near the lab/common room. Students who create excessive noise when using the lab that causes a disturbance to other students and classes will be asked to leave the lab and may have their access to the lab suspended for an amount of time determined by the lab committee.

3. Room condition:

Students are asked to leave the lab in a clean and tidy state. Books, kitchen utensils, stationery, etc. should be cleaned and returned to their storage space. Garbage and recycling should be placed in the trash bin/recycling bin. Any furniture, if moved, should be returned to its original location.

4. General Rules:

- Keypad code must not be shared with a 3rd party (e.g., friends).
- After business hour access must be approved **in advance** through the request form [webform link will be added later].
- Pets are **not** allowed in the lab at any time when lab staff is absent/off duty, except service animals.
- No more than 12 students in the room at any given time.
- No illicit substances including marijuana
- No smoking of any combustible material (cigarettes, marijuana, cigars, etc.) or vaping in the lab.
- No alcohol allowed.
- No items or equipment should be removed from the lab at any time.
- Students who cause an excessive amount of damage to the lab through negligent behavior may be charged for repairs.
- Visitors are not allowed unless permission is given by the lab committee.
- Students who do not respect the rules of use may have their lab access suspended for an amount of time specified by the lab committee.
- Unwanted items must not be abandoned in the lab.
- Students cannot enter the staff's workstation at any time.
- Printer can be used for assignment and research related only.
- Window blinds must be open when using the lab.
- Students should keep the door close when the lab staff is off duty/absent.