Visitor Request Form

General Visitor Policy

Visitors to the Washington Clean Energy Testbeds (WCET) at 4625 Union Bay Place are always welcome in the lobby space. Visitors to the office and meeting room spaces on the second floor must always be accompanied by a WCET user or staff member, but they do not need to be a registered visitor.

Visitors to the Systems Integration and Scale-Up and Characterization Testbeds spaces must be registered with WCET management. To register your visitor(s), you must submit an online Visitor Request Form at least two days before the visit.

An active WCET user must escort each visitor during his or her entire time in laboratory spaces and is responsible for the visitor’s actions and safety. Visitors are to abide by all safety measures expected of laboratory users and are not allowed to operate any laboratory equipment or perform any chemical operations. Visitors are not allowed in the facility outside of normal hours (8:30 AM – 6:00 PM) or as buddies to meet the buddy system requirement. Visitors participating in lab activities will be charged $50 per day of the visit. The host user will be charged for the visit if no visitor payment information is provided.

Please complete the following information and return this form to a WCET staff member or email it to wcet@uw.edu

Visitor Name ________________________________

Visitor Organization _________________________

Date & Time of Visit __________________________

Duration of Visit _____________________________

Purpose of Visit (choose one):

☐ Laboratory Tour
☐ Potential New User
☐ Laboratory Participant (choose a billing method):
  ☐ Bill user account
  ☐ Bill visitor:
    • Billing Name: __________________________________________
    • Address: _______________________________________________
    • City, State: ____________________________________________
    • Country, ZIP/Postal Code: ________________________________

Requesting User
Signature _________________________________
Printed Name _____________________________
Title _________________________________
Date _________________________________

UW WCET
Signature _________________________________
Printed Name _____________________________
Title _________________________________
Date _________________________________

University of Washington, Washington Clean Energy Testbeds
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