

## University of Washington Washington Clean Energy Testbeds

### 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](mailto: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 \_\_\_\_\_

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4625 Union Bay Place NE, Seattle, WA 98105