



## Vivarium Access Request Form

**Please complete this form and have your PI and Vivarium manager sign on Page 2.**

**Note: To pick up your keys/fob, call the Office of the Campus Veterinarian (OCV) at (951) 827-6332 to set-up a pick-up time. Bring your completed form when you come to pick up your keys/fob.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Student/Employee ID (*not Social Security number*): \_\_\_\_\_

Department: \_\_\_\_\_

PI you are working with: \_\_\_\_\_

Check one:  Faculty  Staff  Post-Doctoral Scholar  Graduate Student  Undergraduate Student\*\*

Vivarium:  Life Sciences (V1)  Spieth (V1)  Psychology (V3)  
 Annex (V2)  Biomed (V2)  Boyce East (V2)

Preferred Access Code (*for Life Science and Spieth (V1) only*): \_\_\_\_\_

Room number(s): \_\_\_\_\_

**\*\*Undergraduate students will be granted access codes to the Life Sciences and Spieth (V1) only. Keys will not be issued to an individual student. If you have any questions, please contact the Campus Veterinarian at 951-827-6332.**

### Please Read and Sign:

1. You may access the vivarium only after you have completed all required training and received an email clearance from the OCV.
2. You will be accessing a restricted area. It is limited to you only and strictly for your work on the AUP mentioned below. No one else is allowed access in this area unless cleared by the OCV.
3. By signing this, you are accepting the responsibilities associated with having access to a secured area and using University property.
4. It is your responsibility to attend the vivarium orientation which instructs you how to work the vivarium alarm. If you accidentally set off the alarm in the vivarium, your PI will be responsible for paying the false alarm charge and it may be passed on to you.
5. If you are receiving keys:
  - a. Return your keys by your last paid working day or the last day of instruction of the quarter you leave UCR.
  - b. The Office of the Campus Veterinarian will bill for reimbursement of re-keying costs or key replacement costs for non-returned keys.
  - c. This key loan agreement is non-transferable.
  - d. You will be billed for equipment lost or damaged due to negligence or abuse.
6. You must notify the OCV immediately when you will be leaving UCR or no longer working with your PI.

I have read the above and agree to these terms: \_\_\_\_\_  
(Signature)



## Vivarium Access Request Form (cont.)

### PI to fill out:

PI: _____	AUP: _____	
Hours this applicant needs access to Vivarium (check <b>one time</b> and <b>one day</b> designation):		
Check one: <input type="checkbox"/> Days only (between 8am-5pm)	<input type="checkbox"/> Days & Evenings until 9pm	<input type="checkbox"/> 24 hours
Check one: <input type="checkbox"/> Monday – Friday only	<input type="checkbox"/> 7 days a week	
Duration applicant will be working on AUP: _____		
I authorize the applicant, _____, to access the vivarium and/or rooms		
indicated on page 1**:	_____	
(PI signature)	(Date)	

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### Vivarium Manager to fill out:

_____ is authorized is to receive keys/access to the vivarium and rooms	
(Applicant's name)	
indicated on page 1: _____	
(Vivarium Manager signature)	(Date)

### For OCV Use Only:

The applicant has completed all required training on: _____	Verified by: _____
(date)	
Date Access Issued: _____	Issued by: _____
Access Type: <input type="checkbox"/> Access code (V1) <input type="checkbox"/> Key fob <input type="checkbox"/> Key, #s: _____	
<input type="checkbox"/> Copy of form given to applicant on _____	
(date)	
Date Returned: _____	Return type: <input type="checkbox"/> Key fob <input type="checkbox"/> Key, #s: _____
Returned by: _____	Received by: _____