

## RIC USER AGREEMENT

The Research Instrumentation Center (RIC) was formed, in part, as a recharge center in order to recover routine maintenance costs associated with normal instrument operation. The policy outlined below has been enacted to ensure both time availability for all users and equipment longevity. Faculty desiring use of the facilities should submit this signed agreement to the RIC manager indicating acceptance of the policy outlined below.

1. All students will be trained in the proper use of the instruments. Submit a Training Request.
2. The principle investigator will be responsible for the cost of repairs due to damage beyond normal wear and tear.
3. The instrument rooms will be kept clean and tidy.
4. Any usage requests that would be considered outside the normal or standard operating parameters of an instrument should include: a) the experiment, b) detailed instrument needs, and c) total anticipated hours of use.
5. Access for non-departmental users will be allowed only during normal business hours.

\_\_\_\_\_  
User (please print)

\_\_\_\_\_  
Principal Investigator (please print)

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Account Number

Non-departmental users:

\_\_\_\_\_  
Department Head (please print)

\_\_\_\_\_  
Signature\*                      Date

\*required to transfer funds between departments