



CNS Locker/Storage Request Form



Instructions:

Please **complete sections A**, and **B** of form, and then **read section F** and then **sign section C**. Then email form to: info@cns.fas.harvard.edu or drop it off at LISE 304. It will then be returned to you with a CNS Admin signature via email or in person. The form should then be brought by email or in person to the Nanofab Group Locker/Storage Coordinator, John Tsakirgis (jtsakirg@cns.fas.harvard.edu, 617-384-9651, LISE G44) or a designated back-up as identified by either John or the Nanofab Facility Manager, Dr. JD Deng (jdeng@cns.fas.harvard.edu) for final approval and locker/storage assignment. John or his designated back-up will reach out to you with your locker/storage assignment and arrange for key pick-up.

Section A: User Info (to be completed by User):

Full Name:
Today's Date:
Affiliation (group/lab company):
Contact Phone Number:
Email:

Section B: Storage Requested (to be completed by User):

(Please select all that apply to your storage request. Please note Users will only be assigned one)	
Mezzanine Level Locker: _____	Ground Level Locker: _____ (Limited availability – Company Users Only)
First Available/No Preference: _____	Waitlist (if none currently available)_____
Cleanroom Gowning Area Storage	<u>For Cleanroom storage indicate below whether you are requesting the smaller cubby or large bin</u>

Section C: CNS USER SIGNATURE (By signing below User has read and understands the CNS Locker/Storage Terms on page 2 of this form – Section F.)

<i>User Signature</i>	<i>Date</i>
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After signing form, please send via email to: info@cns.fas.harvard.edu or deliver to LISE 304.

Section D: CNS Admin Approval (to be completed by CNS Administration)

Comments:	
<i>CNS Admin Signature</i>	<i>Date</i>



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Section E: CNS Locker/Storage Coordinator (to be completed by storage coordinator)		
Storage/Locker Assigned:		
Date Approval:	<input type="checkbox"/> Key Issued	Date of Issue:
<i>Reviewed/Approved By</i>	<i>Date</i>	

Section F:	CNS Locker/Storage Terms and Conditions:
<ol style="list-style-type: none"> 1. Lockers and other CNS storage is offered on a first come, first serve basis and is not guaranteed to always be available 2. Lockers and other CNS storage are <u>non-transferable</u> and cannot be reassigned by the User to another CNS User, member of their company/research group or anyone else. Only CNS can assign/reassign the storage. 3. Only Active CNS Users qualify to obtain a CNS locker or other storage 4. CNS charges for lockers and storage at rates listed at the CNS website in the User Info section of the public web site. 5. CNS will issue only one key for all lockers. Any copies made are the responsibility of the User. 6. CNS bills for storage for 6 month intervals: January – June and July – December. 7. CNS will bill the same billing instrument for lockers/storage as for usage. 8. CNS will not prorate the storage fees for use only during a partial period. 9. CNS will charge a replacement charge for lost keys at the rate listed in the User Info section of the CNS public website. 10. Users are responsible for returning an issued key when they are no longer planning on returning to CNS or no longer have need for locker/storage.. 11. Users are responsible for letting the CNS Storage/Locker Coordinator know when they no longer need the storage. 12. Users are responsible for cleaning out all of their materials upon no longer needing the locker/ storage 13. Users are responsible if there is any physical damage to the locker or lock. 14. Storage of flammable, hazardous, or biological materials are not permitted in the lockers. 15. One month (approx.) prior to the change of storage six month interval, Users with storage will be notified and asked if they want end usage their storage for the next six month interval. A non-response will be determined to indicate that the intent is to keep the storage for the next interval and users will be charged accordingly.. 16. Lockers and storage areas are only for use by the approved/assigned User. 17. CNS reserves the right to alter, abridge, or revise these terms at any time. 	