**Request to Use On-Campus Classroom**

***Washington State University (WSU), Pullman Campus***

The WSU Pullman campus will offer a combination of remote and in-person instruction for the Spring 2021 semester. Instructors who are teaching remotely may need access to an on-campus classroom in order to use specialized equipment or because of accessibility issues in their homes. Use this form to request use of a classroom.

If you do not need access to special equipment, we prefer that you deliver your lectures from the Spark or the Smith Center for Undergraduate Education (SCUE). If you will be using a building other than these, you are responsible for arranging access to that building.

Please provide the information below. **This request must be forwarded to the respective chair/director and the dean for signatures. Electronic signatures are acceptable. The completed, signed form should be forwarded to** [**parkscd@wsu.edu**](mailto:parkscd@wsu.edu)**.** The provost and executive vice president will work with Facilities to evaluate the request.

**Date of submission:**

**Course information: Prefix, number, name, day and time offered:**

**Instructor of record with title:**

**Location of the classroom you would like to use:**

**Spark or SCUE**

**Other building**

**Name of building:**

**Room number:**

**How do you have access to this building?**

**I have been issued a key to the building**

**I have passkey permission with my ID card**

**Why do you need to use this classroom?**

**All personnel using campus facilities must review the** [**Reporting to a WSU Work Location**](https://hrs.wsu.edu/covid-19/ee-rtw-guide/) **guidance. Complete the checklist below to indicate compliance.**

I have completed the “Safe Return to Work” and “Disinfecting the Workplace” training videos.

I will submit a daily attestation before I arrive each day that I come to campus.

I will wear a mask or cloth face covering when I am not working alone.

I understand that I must immediately leave the instructional space if I begin feeling sick.

I understand that at no time can I have students present in the classroom with me.

**Signatures *(electronic signatures are permitted)***

**Instructor of Record:**

**Department Chair/School Director:**

**Dean:**

**After completion of the form and with the respective dean’s signature, the form should be submitted to** [**parkscd@wsu.edu**](mailto:parkscd@wsu.edu)**.**