# Form#SEA-L01 – Late/Overnight Lab Request

(Instructions for filling this form are available on page 2)

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**Instructor:** [Name]  
**Signature:** [Signature]

**Lab/Room Number:** [Number]

**Schedule:** [Schedule]

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**Internal Use Only**

**Lab Supervisor:** [Name]  
**Signature:** [Signature]
Form#SEA-L01 – Late/Overnight Lab Request
Instructions for filling this form

Procedure:
Please complete the form and secure all necessary signatures at least 6 hours before the required schedule. This delay is needed to inform all concerned LAU entities.

Fields to fill:
The following fields need to be filled by concerned faculty/staff:
- Instructor: The course instructor/professor performing the late/overnight request.
- Signature: The course instructor/professor’s signature.
- Lab/Room: The needed lab(s)/room(s). Please follow the building code-room name such as ENG602 for Zakhem Engineering Hall, Sixth floor, room 601.
- Schedule: The required schedule, namely the date(s)/day(s) and time(s). Example: Sat 02/02/2005 from 8pm till 2am.

The following fields need to be filled by students who will be staying late. The instructor is kindly requested to dash out any remaining blank cells:
- Name: The student’s name.
- ID: The student’s LAU ID number. Please note that non-LAU visitors need to secure special permission through the concerned department’s chair.
- Signature: The student’s signature.