

Family Member Access to OIST

OIST operates a Family Member Access Program to allow access to non-wet lab/experimental spaces in the laboratory buildings, in addition to designated public areas of OIST, for the requested purpose, such as to attend language classes and other activities for family members. Family members, who are 18 and over, are to register for and receive ID cards that will allow them access to limited areas of the laboratory buildings.

Access to laboratory buildings is a privilege. Family members applying for access cards are expected to follow all rules and regulations regarding their conduct in the laboratory buildings. Failure to do so will result in cancellation of access. If building use should change, OIST reserves the right to terminate the Family Member Access Program.

Application process:

1. [Application for a Family Member Access Card](#) must be made by the OIST staff member/graduate student on behalf of the family member (e.g., spouse/partner) who wishes to have access to OIST laboratory buildings.
2. The application must be accompanied by a justification for why access to the OIST laboratory buildings is being requested.
3. The application must be accompanied by a signed declaration by the OIST staff member/graduate student and the adult family member indicating they have read and understood the rules regarding Family Member Access to OIST laboratory buildings.
4. The completed application must be signed by both the OIST staff member and the family member.
5. The Resource Center will receive and process Family Member Access Card applications.
6. The access card will be made available once the family member has completed [safety training](#) as specified by the Provost. Safety training for family members will be provided on the web.

Family Member Access Regulations

Scan the signed version of this and upload it on the application form

1. Family Member Access Cards must be displayed at all times while in the laboratory buildings. Those failing to do so will be asked to leave the laboratory building.
2. Family members MUST NOT enter wet labs, other experimental spaces, experimental corridors or any other restricted areas shown in the zoning map. Accessible/restricted areas will be shown in the zoning map, as amended from time to time.
3. Family members MUST NOT cross through wet lab, experimental, workshop areas or research corridors to reach other areas in the laboratory buildings.
4. A minor, who is younger than 18, accompanying a Family Member Access Card holder MUST remain within reach of the card holder at all times. The family member is responsible for ensuring the minor does not interfere in any way with the laboratory users, equipment or the conduct of business.
5. Lending or sharing a Family Member Access Card is strictly FORBIDDEN.
6. Family members of short-term visiting researchers/students (e.g. visiting researchers, TSVP visitors, research interns, etc.) are not eligible for Family Member Access Cards.
7. Failure to follow the above rules will result in suspension of access privileges, either temporarily or permanently depending on the severity of the rule breach.

Declaration (Family member):

Read and tick (✓) the boxes, then sign

- I have read and understood the Family Member Access Regulations.
- I understand which areas of the laboratory buildings I am permitted to enter.
- I understand that access to OIST laboratory buildings is a privilege and that my access will be revoked if I do not follow the regulations regarding those areas of the laboratory buildings I may enter.
- I understand that if I am accompanied by children, they must remain within reach at all times. I understand that failure to adequately supervise children in the laboratory buildings will result in my access being cancelled.
- I understand that I must display my Family Member Access Card at all times when I am in the laboratory buildings.
- I understand that lending or sharing a Family Member Access Card is forbidden and will result in immediate forfeiture of the access card.

Name: _____ Date (YYYY/MM/DD): _____ / _____ / _____

Signature: _____

Declaration (Sponsoring OIST staff/student):

Read and tick (✓) the boxes, then sign

- I have read and understood the Family Member Access Regulations.
- I understand that I am responsible for the conduct of the family member whom I am sponsoring for a Family Member Access Card, when they enter the OIST laboratory buildings.

Name: _____ Date (YYYY/MM/DD): _____ / _____ / _____

Signature: _____