 *Course commitment contract*

# Welcome to Skylab - for the success of your course, it’s important for us to establish good communication with you and vice versa

# Course responsible:

* As course responsible you have the overall responsibility for communicating the following rules to the students
* Please remember to inform adm. staff, if the **booked** rooms are **not** required.
* You are responsible for informing the students of the workshop opening hours. Please also remember to inform the students of the time slots dedicated to your course. Students are of course welcome in DTU Skylab outside of these time slots, but we ask that consideration is shown to other users.

# Workshops:

* It is important that the students swipe in and out with their student card via Swipe device located at every lab/workshop entrance/exit
* The students need to register project on kiosk computer before using workshop/Labs
* Do not leave things lying around, so please put things back (hand tools, power tools, pretotyping stuff like scissors, markers, Lego and so on). Remember to clean up after using the labs/shops
* If you need to use the heavy machinery, please ask staff for permission and proper guidance
* Important! Plan your projects pretotyping needs with staff
* When in doubt **ASK staff!**

# General DTU Skylab rules:

* Clean up after yourself - put your dirty cups and dishes in the dishwasher. If there is no room in the dishwasher, take a few minutes to empty it (or start them if they are full). If you’re in a hurry, it’ll take a second to do your dishes by hand.
* To put things back when you have used them, so the next person can use it too
* Clean up the meeting rooms when you’re done and move furniture back to its standard setting (there are cleaning supplies available in all the meeting rooms).
* It’s important that we be cordial and kind to one another

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