



Group Laboratory Visitor Form

For use when hosting multiple visitors under a single activity, date range, and laboratory.

1. Event / Group Information (One Time)

Event / Program Name: _____

Sponsoring Department: _____

Purpose of Visit (check all that apply):

- Tour / Observation
- Outreach / Education
- Group Training or Workshop
- Industry Visit
- Other: _____

Description of Activities:

2. Schedule & Location

Visit Date(s): _____

Time(s): _____

Building(s) & Room(s): _____

Lab Type:

- Teaching Lab
- Research Lab
- Makerspace / Shop
- Computational / Dry Lab



3. Group Profile

Total Number of Visitors: _____

Age Group (check one):

- Adults (18+)
- Minors (Under 18)
- Mixed (attach roster with DOBs)

Affiliation(s) (e.g. school, company, organization):

4. Hazards & Restrictions (Summary)

- No hazardous materials or equipment
- Restricted hazards present (EH&S review required)

Visitors will NOT:

- Work independently
- Operate machine tools or hazardous equipment

5. Supervision & Safety Controls

Responsible Lab PI (Faculty/Staff):

Name: _____ Email: _____

Additional Supervisors (if applicable):

Safety Briefing Provided Covers:

- General lab rules
- Emergency procedures
- PPE requirements
- Restricted areas



6. PPE & Access Control

Required PPE (check all):

- Safety glasses
- Closed-toe shoes
- Long pants
- Other: _____

- Visitors always remain with group
- No keys, badges, or access codes issued
- Sign-in/out handled at group level

7. Documentation Attached (check all that apply)

- Visitor roster (names only – adults)
- Visitor roster with DOBs (minors)
- Parental consent & waivers (minors)
- Program approval letter or event office approval (if applicable)

8. Approvals

Lab PI Approval

Signature: _____ Date: _____

Department Chair/HFCOE Sponsor

Signature: _____ Date: _____

Safety Officer (EHS) Approval (required for lab experiments or hazards)

Signature: _____ Date: _____