



NATIONAL INSTITUTE OF PHYSICS

College of Science, University of the Philippines
Diliman, Quezon City

Date: _____

REQUEST FOR LATE NIGHT / OVERNIGHT STAY

Guidelines for Late night / Overnight Stay		Requestor #1	
<p>The National Institute of Physics is closed everyday between 10PM and 5AM. In general, NIP discourages late night or overnight stay within its premises unless an approved request for late night or overnight can be presented. Overnight stay within the NIP premises is from 10pm to 5am the following morning. Late night stay within the NIP premises is from 10pm to 12mn of same day.</p> <p>Requests are on a daily or weekly basis and extended period is not allowed. Requests must have description of the research-related activities during the stay. Requests include usage of research-related equipment during the intended stay. Requests must be endorsed by the Research Adviser and the Laboratory Coordinator. Only the requests approved by the NIP Director are considered valid.</p> <p>Requests must be for a pair of individuals for safety thru the "buddy-system". The pair with approved request will not be allowed out of NIP premises between 10PM and 5AM the following day. The pair with approved request must be within the NIP premises no later than 10PM. The pair must keep the original copy for inspection. The pair must send a pdf-copy of the approved request to the Deputy Director for Research and Extension for documentation. The pair must provide a photocopy to the NIP Guard on night duty. The pair must log-in on the Guard's logbook. The pair must log-out on the Guard's logbook before leaving NIP.</p>		Signature:	
		FullName:	
		Student No.:	
		Cellphone No. :	
		Email Address :	
		Laboratory:	
		Requestor #2	
		Signature:	
		FullName:	
		Student No.:	
		Cellphone No. :	
		Email Address :	
		Laboratory:	
Details of Stay:		Location of Stay:	
<input type="checkbox"/> Late Night	Date of stay:	<input type="checkbox"/> Res. Wing	Floor No.
<input type="checkbox"/> Overnight	Time out:	<input type="checkbox"/> Admin. Wing	Room No:
		<input type="checkbox"/> Fac. Wing	
Reason for Request:		Equipment to be used during stay:	
<p>Here the research activities must be competely described.</p>			

Person to Contact in case of emergency:	
Fullname:	Cellphone No.:
Complete Address:	

ENDORSEMENT

This is to endorse the Request for Late night or Overnight Stay and the undersigned validated the intended research activities.

Signature and Fullname of Thesis Adviser

Signature and Fullname of Laboratory Coordinator

APPROVAL

This is to certify that the Request for Late night and Overnight Stay is approved under the guidelines stated above.

WILSON O. GARCIA, Ph.D.
Deputy Director for Research and Extension

Please provide a photocopy to the Guard on duty and send a pdf-copy to the DDRE. Please keep the original for inspection.