Spin Lab Equipment Reservation Policy
(MPMS-3 and DynaCool)

**Advanced Reservations (8-14 days ahead)**
Each user is allowed to schedule **ONE** reservation in the “advanced” timeframe. Reservations fall into one of these blocks:

<table>
<thead>
<tr>
<th>Weekday, morning</th>
<th>Early morning – 12:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday, evening</td>
<td>12:00pm – late evening</td>
</tr>
<tr>
<td>Weekday, overnight</td>
<td>6pm – 9am (max 12 hrs)</td>
</tr>
<tr>
<td>Weekend</td>
<td>Open (max 12 hrs)</td>
</tr>
</tbody>
</table>

*Violations include:* making more than one advanced reservation OR not fitting the reservation within the blocks above. A violation results in a 1-month lock-out of the user from the machines.
If you have special circumstances which cannot work within these blocks, please contact Neil at [ndilley@purdue.edu](mailto:ndilley@purdue.edu) to discuss.

**Open Reservations (0-7 days ahead)**
In remaining open slots for the current week, you can schedule multiple sessions, still following the time block rules above.

**Walk-Up sessions**
These are done in the iLab kiosk website. The minimum walk-up time is now 2 hrs (instead of 4 hrs) – this allows us to make use of a <4 hr time slot that results from a no-show.

**No-Show and Canceling reservations**
Reservations are forfeit 30 minutes after your start time and are called “no-shows”. If you want to cancel a reservation, you need to do this at least **8 hours in advance** of your start time.
*No-show violation:* If you no-show during a reservation **AND** this time slot goes unused. Three or more of these no-show violations in a month will result in a 1-month lock-out for the user.