

3.0 GROWTH FACILITY SPACE REQUESTS

Prospective users of the greenhouses or growth chambers are encouraged to contact the Greenhouse Manager to discuss their needs prior to submitting a formal space request. Users must complete the BTI [Growth Facility Space Request](#) and return it to the Greenhouse Manager.

Space will be assigned on a first-come, first-served basis, consistent with policies governing the specific growth space requested.

It is not always possible to immediately accommodate requests for large areas or areas having special requirements. In these cases, early consultation with the Greenhouse Manager is particularly important.

When space is decided upon, complete the [Greenhouse Environmental Control Request and Cultural Information Form](#) or the [Growth Chamber Request Form](#) and return it to the Greenhouse Manager.

When space issues arise which cannot be resolved by the Greenhouse Manager, they will be presented to the [Plant Growth Facilities Committee](#) for arbitration.

A. Fees, Rates and Other Charges

Space Fees

Greenhouse and growth chamber space fees are collected to offset expenses for supplies, equipment, and personnel. Space fees are set by the administration in consultation with the Greenhouse Manager and the [Plant Growth Facilities Committee](#).

Greenhouse and growth chamber space charges are levied based on the bench area occupied. Where benches are not used, the fee will be based on the bench area that would normally be installed in the space, or the area actually used, whichever is greater.

Greenhouse and growth chamber charges are calculated on a monthly basis. The billing cycle runs from the first of the month to the last day of the month.

All fees are calculated on a square footage basis at a flat rate of \$1.59. Fees will be re-evaluated on an annual basis and are subject to change.

Refer to the documents below for greenhouse and growth chamber specifications, including space, lighting and fees.

[Greenhouse and Growth Chamber Space Inventory](#)
[Greenhouse and Growth Chamber Lighting Inventory](#)

Hourly Rate Service Charges

Growth facility users must complete a [Greenhouse Department Job Request Form](#) to request any services not included in basic rental fees. The labor rate is \$28.90/hr.

There will be a charge for the modification of any growth space from the standard layout. At the completion of the project, there will be an equal charge to return the space to its original layout. Estimates will be provided upon request.

The greenhouse staff will provide an inventory of commonly used pots and trays. After use, the dirty pots will be disinfected and washed at no extra charge to the user.

Pots, trays, cones, etc. which are not part of the inventory and which are purchased by the projects, may be washed at no charge if these items are added to the inventory at the end of the project. If not added to the pot inventory, an hourly pot-washing fee may apply.

When a project exits a growth space, there will be an hourly cleanup charge to clean and disinfect for the next user.

Hourly charges may apply when the greenhouse staff needs to perform services that are the responsibility of the growth space users.

Experiments requiring constant attention may be subject to an hourly charge. For example, (1) environmental conditions of an experiment exceed the capabilities of the control system and constant manual adjustments are required or (2) special watering or fertilizing needs require a large time commitment from the greenhouse staff.

B. Annual Renewal of Space Requests

Long-term users of a greenhouse or growth chamber should renew their space request annually by completing a [Greenhouse Environmental Control Request and Cultural Information Form](#) or [Growth Chamber Request](#) and returning it to the Greenhouse Manager.

Long-term users of greenhouse or growth chamber space (greater than one year) are required to notify the Greenhouse Manager a minimum of 4 - 6 months before exiting space.

C. Exit Date

In order to provide efficient space allocation and orderly transition from one growth facility user to the next, users are required to provide a firm exit date with their space requests.

If it becomes apparent that a project will extend beyond the stated exit date, contact the Greenhouse Manager as soon as possible. Extension of the exit date may not be possible if a commitment has been made to provide the space to another user.

Growth facility users will be held to the stated exit date if another user is waiting to use the space.

Long-term users of a greenhouse or growth chamber who will be finishing their project and vacating space should notify the Greenhouse Manager 4 - 6 months before exiting the space.

D. Space Held in Reserve

To promote the fullest utilization of the growth facilities, unoccupied areas held in reserve at a user's request are charged as if the space were occupied.

Users wishing to reserve an unoccupied space for longer periods may ask the Greenhouse Manager to attempt to find a short-term user for the interim time period. There is, however, no guarantee that such an attempt will be successful.

E. Space Sharing

Users should not share growth space with other projects unless a request has been made and approved by the Greenhouse Manager.