

3.0 GREENHOUSE OR GROWTH CHAMBER SPACE REQUESTS

Prospective users of the greenhouses are encouraged to contact the greenhouse manager to discuss their needs prior to submitting a formal space request. When space is decided upon, fill out the [Greenhouse Environmental Control Request and Cultural Information Form](#) or the [Growth Chamber Control Request Form](#) and return it to the greenhouse manager. You will need to fill out an [Internal Services Form](#) to document your account number for billing purposes.

Space will be assigned on a first-come, first-served basis, consistent with policies governing the specific greenhouse 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 issues arise that cannot be resolved by the greenhouse manager, they will be presented to the Greenhouse Plant Growth Facilities Committee for arbitration.

A. Fees, Rates and Other Charges

Rental Fees

Greenhouse 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 Committee.

Greenhouse 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 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 figured on a square footage basis at a flat rate found on the [Greenhouse and Growth Chamber Space Inventory](#) form.

Fees will be re-evaluated on an annual basis and are subject to change.

[Greenhouse and Growth Chamber Lighting Inventory](#)

Hourly Rate Service Charges

The labor rate for services not included in basic rental fees is also found on the [Greenhouse and Growth Chamber Space Inventory](#) form. You will need to fill out an [Internal Services Form](#) to document your account number for billing purposes.

[Greenhouse Department Job Request Form](#)

There will be a charge for the modification of any growth space from the standard layout. 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., that are not part of the inventory, and are purchased by the projects, may be washed at no charge if they are added to the inventory at the end of the project. If they are not to be added to the pot inventory, an hourly pot-washing fee may apply.

When a project gives up 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, when the environmental conditions of an experiment exceed the capabilities of the control system and constant manual adjustments are required or when 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 the [Growth Chamber Control Request Form](#) and returning it to the Greenhouse Manager.

Long-term users of growth space (greater than one year) are required to notify the Greenhouse Manager 4-6 months before giving up space.

C. Exit Date

In order to provide efficient space allocation and orderly transition from one greenhouse 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.

Greenhouse 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 giving up space should notify the greenhouse manager 4-6 months before vacating the space.

D. Space Held in Reserve

To promote the fullest utilization of the greenhouses, unoccupied areas held in reserve at a user's request *will be charged for* 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. 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.