

Karls Hall Greenhouse Space Request

Date request submitted:

Date request received:

Date approved:

Cost of rental:

Date paid:

Project leader/Primary contact name:

Phone number(s):

e-mail:

Department or affiliation:

Other project worker names and contact phone numbers:

Title/Description of project including the common and scientific names of the crop(s), temperature desired, lighting desired and special instructions (*you may attach separate sheet/research proposal summary, if you wish; if this is a continuation of use, you need only indicate that*):

Nature of project: (*Please check all that apply*)

- faculty funded research project
- required class/research project for student(s)
- faculty non-funded research project
- student organization project
- transgenic organisms will be used
- invasive pathogens, weeds, insects will be used

Amount of greenhouse bench space desired:

Length of time greenhouse bench space is needed (*if more than 3 months, you may re-apply for continuation of use*):

Start date:

Projected ending date:

Materials needed (*please review Greenhouse Space Request policies for what will be provided*):

Containers/labels:

Other:

Please identify any special conditions or care needed for plants (*please review Greenhouse Space Request policies for what will be provided*):

Watering frequency (*normally is “as needed”*):

Additional comments for consideration of your request:

Your responsibilities as a greenhouse user:

- Respect other growers, their plants and their space
- Keep personal area on and around bench clean and weed-free
- No storing of materials such as pots, media, fertilizer, etc., in the greenhouses
- Stay within allocated space with all plants and associated materials
- If automatic irrigation is provided, it is your responsibility to check crops on a regular basis for correct irrigation and schedule. Avoid overwatering
- Check routinely for the presence of insect and disease pests. It is your responsibility to report outbreaks to us. If you want to personally apply pesticides, this **MUST** be discussed with the greenhouse supervisor **BEFORE** any application can be made
- Sanitary cultivation is required, including but not limited to the use of new or steam-pasteurized media, removal of dead plant material from the greenhouses, and the use of new/disinfested containers
- Trash bins are provided for your convenience. Please remove the liners containing waste if they are full and place another liner in the bin
- Leave bench, floor and surrounding space as you found it upon completion of your project
- Discuss any changes in structures with the greenhouse supervisor before implementing any such changes
- **DO NOT ADJUST ANY ENVIRONMENTAL CONTROLS!** If adjustment is desired, contact the greenhouse supervisor

If the above conditions are not met and the greenhouse supervisor must extend labor to meet these conditions, then you will be charged a \$50/hour cost for compensation of our time.

I have read and understand these conditions, and have read and agree to the 'Karls Hall Greenhouses Bench Space Fee Schedule, Plant Rental Fees, and Operating Procedures' policy, and will abide by these terms:

Printed Name:

Signature:

Date:

☺ thanks for your cooperation in helping us to maintain a positive environment for education and research.

Contact information:

Dr. Clydette Alsup-Egbers

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