

Departments of Horticulture and Crop Science and School of Environmental and Natural Resources Wooster Greenhouse room and Growth Chamber User Policy and Fee Schedule.

Policy to be implemented on May 1, 2015

Space requests:

Space requests for greenhouse rooms are to be submitted for six (6) month periods: January 1 - June 30 and July 1 - December 31. Space for growth chambers are to be submitted on a quarterly basis for three (3) month periods, January 1 - March 31, April 1 - June 30, July 1 – September 30, and October 1 - December 31. If space is available, additional off cycle requests will be considered. The space request form is available on the HCS intranet and must be completed and submitted online (<http://hcs.osu.edu/> login through Intranet). Requests must be made to the Greenhouse Managers for a minimum of one month; additional half month increments can be requested. Space can be occupied on the first day of the month following the request if available. An account number must be provided when space is requested and projects will be charged monthly. For greenhouse requests, users must indicate on the request form which space and for what duration they would like to have supplemental lighting.

No greenhouse room or growth chamber space is assigned indefinitely to research programs. However, as many programs require space on a continuous basis, the Greenhouse Manager with the Wooster Greenhouse and Growth Chamber Committee (WGGCC) will strive to accommodate all research programs to continue the use of the same rooms. Regardless, space requests will need to be submitted even when rooms are used on a continuing basis.

Assigning space:

An email from the Greenhouse Manager will go out to all H&CS and SENR faculty 6 weeks prior to the request month (mid-November and mid-May for the greenhouse rooms, and for growth chambers additionally mid-February and mid-August) so interested users can submit space requests for their projects. Space requests must be submitted 4 weeks prior to the start date (Dec 1 and June 1; additionally Mar 1 and Sept 1 for growth chambers) and will be reviewed by the Greenhouse Manager in consultation with the WGGCC. The manager and committee will work with individual programs to identify the best space for their needs. Decisions on space assignments will be made no later than 2 weeks into the month prior to the start date. If requests exceed the available space, the WGGCC will strive to work by consensus following the priorities mentioned in the section “Assignment priorities”. In the event that no consensus can be reached, decisions will be made based on a quorum consisting of 2/3 of the committee by a majority vote. When decisions involve space or conflicts beyond the SENR and HCS departments, the WGGCC will make a recommendation to the chairs.

For space requests between cycles, these will be granted when space is available.

Vacating Space:

Space is to be vacated at the end of the requested period. Greenhouse and growth chamber rooms are to be left clean with no pots, stakes, soil, or plant debris in the rooms.

Clean up fees may be levied in the event that rooms are left in a condition unsuitable for occupation by the next assigned user.

Assignment priorities:

Priority for greenhouse and growth chamber space will be given to HCS and SENR faculty, adjunct faculty, staff and students. Priority for specialized greenhouse and growth chamber rooms will be given to those experiments requiring highly-controlled environmental conditions; including day-length, light-intensity, light quality, temperature, and humidity. Short term assignments will be given priority in these cases. For specialized experiments, space request is expected to last for the duration of one cycle or less (6 months for the greenhouse rooms and 3 months for the growth chamber rooms).

Programs outside the departments of H&CS and SENR may be assigned space when available, especially if unused space is routinely available and not requested by HCS and SENR faculty, staff or students. In such cases, faculty and greenhouse managers are encouraged to seek outside users only if external projects do not conflict with or disadvantage the teaching, research or extension missions of the department.

User Fees:

Growth Chamber

Users of the growth chambers will be assessed a User Fee to cover the cost of operating and maintaining these facilities. A daily rate will be charged based on the size of the chamber (see table 1 below). Individual projects will be responsible for maintaining and watering all plants in the chambers. All items special to the research will be provided by individual projects. A minimum charge for 30 days will be required for each new request. Additional periods of two-week duration can be added.

Chamber	Location	Characteristics	Size, In. (W x D x H)	Proposed cost per day
101	Wooster	Walk In	93 x 125 x 95	\$3.00
102-107	Wooster	Reach In	73 x 32 x 65	\$2.50
108-109	Wooster	Walk In	93 x 62 x 95	\$2.75
110	Wooster	Walk In	98 x 54 x 80	\$3.00
1-10	Columbus	Reach In		\$2.50

Greenhouse:

Users of the greenhouses in Columbus and Wooster will be assessed a User Fee to cover the costs of operating these facilities. This monthly fee is based on the total bench space. Programs will be charged for only the bench space that they request (i.e. one of the three benches in a greenhouse room) unless the conditions of the experiment prevent the use of the remaining space in a greenhouse by other researchers. In those cases

programs will be charged for the entire room. If users remove the benches, the Greenhouse Manager will calculate the growing space and assess fees based on the square footage charge with benches. Greenhouse staff will assist with removal of benches and reconfiguring greenhouse space to meet specific project needs once within the request period. Additional assistance can be arranged for a fee. Charges will be prorated for a minimum of one-half of a bench and a minimum time of one month. Adjunct faculty to H&CS and SENR will be charged only the user fee. Non-H&CS/SENR users will be charged the user fee plus a \$0.30 per square foot per month infrastructure fee. Greenhouse space that is used exclusively for teaching H&CS/SENR courses will be charged to the respective departmental accounts.

H&CS/SENR Greenhouse bench space user fees

\$0.32/ ft²/ month Gourley, Williams, and Howlett Greenhouses

\$0.30/ ft²/ month Kottman and Temporary Greenhouses

\$0.15/ ft²/ month Outside Growing areas

Additional Greenhouse fees

\$0.05 ft²/ month will be charged for supplemental lighting. Projects will be charged for the time that lighting was requested for the project.

Items covered by user fees:

Wooster greenhouse fees provide research programs with space in the H&CS/SENR greenhouse facilities. These include the Gourley, Temporary, and Williams Greenhouse facilities in Wooster on the OARDC campus. Greenhouse staff will assist with insect and disease scouting and will provide/coordinate pesticide application. Greenhouse staff will also program, monitor, and troubleshoot the Argus environmental control system.

The greenhouse user fee will cover:

- space rental, general waste bins, soil bins, general carts
- routine maintenance of these structures and chambers
- clean pots and stakes
- supplies for standard irrigation and fertigation systems
- standard pesticides and fertilizers and their application
- light bulbs (if supplemental lighting is requested)

The outside space user fee will cover:

- space rental
- supplies for standard irrigation systems
- standard pesticides and fertilizers and their application

The Greenhouse Managers will keep track of greenhouse and growth chamber requests and usage, and submit the associated costs monthly to the Department's fiscal officer, Laura Williams in Wooster. Individual projects will be responsible for informing the fiscal officer of any changes in account information for their projects. Account information must be provided when space is requested.

Greenhouse fees (user fees and supplemental lighting fees) should be requested when applying for grants, contracts and gifts. Specifics will vary depending on the granting agency but many budgets will have a section entitled Equipment or Facility Rental/User Fees. In the budget justification section please indicate that Greenhouse User Fees are required by the Department of Horticulture and Crop Science and School of Environmental and Natural Resources for use of all greenhouse facilities. These fees are used for general maintenance of the facilities and controls, to purchase drip irrigation supplies, pesticides, fertilizers, and bulbs for supplemental lights.

Any project-specific items (chemicals, etc.) must be supplied by the individual projects. Specific treatments are also the responsibility of the project. Projects must supply their own pots, pot labels, and flats. Media may be available for use if media donations can be acquired by faculty or the greenhouse managers; otherwise individual projects are responsible for media. Projects are responsible for routine maintenance of their plants during the project and for project cleanup at the conclusion of the experiment. Projects will also be responsible for watering, including weekends and holidays. Projects will need to schedule cleanup at the termination of the experiments within the requested time period so rooms/benches are ready for the next user. Projects that do not clean up after their projects have ended and before the end of the space request period will be assessed a cleanup fee.

Other

The WGGCC will consist of at least one faculty from SENR, at least three faculty from H&CS, and the greenhouse manager. The WGGCC will meet with the Columbus GGCC approximately once per year. The goal of the yearly meeting is to discuss equitable greenhouse, growth chamber space and fees across H&CS and SENR departments at both locations, coordinate donation efforts and standardize space assignments.