



## Wilbur V. Harlan Greenhouse

All greenhouse users must have prior Departmental and Greenhouse Manager approval before accessing the Greenhouse space. All research must be formally proposed and accepted by the Department and Greenhouse Manager before any research can take place. Upon reading the below Rules and Regulations and our Greenhouse Fee protocol, you may fill out and submit the Request for Research Space form. After submission, you will be contacted via email within 2 business days by the Greenhouse Manager to arrange a site visit.

### User Rules and Regulations

Our Greenhouse is a high-tech research facility and must be treated as such.

- Operating hours are from 7am-7pm daily, users may only access the space during this time frame unless you have written permission from the Greenhouse Manager
- **Do not touch the greenhouse settings under any circumstances.** Only certain personnel are qualified to make changes to the greenhouse settings. To manipulate the greenhouse settings to better serve your research, you must consult with the Greenhouse Manager.
- Access to any chemicals including fertilizers, acids, or pesticides is fully restricted. Chemicals can only be applied by greenhouse staff unless you have **written permission** by the Greenhouse Manager to be handling these materials.
- No food or drink (besides water) is allowed inside the greenhouses
- No outside plant material is allowed inside the greenhouse without written permission
- Use of tobacco products in the greenhouse or on the terrace is prohibited
- If you are a tobacco user, you must thoroughly wash your hands upon entering the greenhouse
- Outside visitors to the greenhouse must be pre-approved by the Greenhouse Manager
- **You must wear closed toed shoes inside the greenhouse**
- Greenhouse use is limited to activities clearly associated with the University and University research and teaching activities

## Greenhouse Fees

Research space in the Harlan Greenhouse is not free and is associated with a monthly cost to be paid to the Biology Department. This fee covers the cost of daily plant maintenance by our greenhouse staff such as watering, fertilizing, pruning, re-potting, and treating plants for insects/disease as needed. It also includes **general\*** supplies such as pots, flats, soil, fertilizer, ect.

\*Please note that supplies specific to your research (specialty potting mixes, chemical treatments, ect) must be supplied by the individual user and will not be supplied by the greenhouse

**All fees are subject to a 5% annual increase.**

Biology Department Users: As of January 1 2019, the cost of space to Biology Department students and faculty is \$1.35/square foot/month. For reference, a full greenhouse table is 36 square feet, so a full table would cost \$48.60 per month, or \$145.80 per semester.

All Other Users: As of January 1, 2019 the cost of space to non-Biology students and faculty is \$2.70/square foot/month. For reference, a full greenhouse table is 36 square feet, so a full table would cost \$97.20 per month, or \$291.60 per semester.

Our pricing is based off of the greenhouse bench fee system used at the Duke University Biology Department