

Horticultural Facilities Space Request Form

Maine Agricultural & Forest Experiment Station

Principal Investigator:				Date of Request:		
Department:		Email:			Phone:	
Cooperator(s):				Phone/Email:		
Grad Student(s):				Phone/Email:		
Undergrad(s): (# or names if known)				Phone/Email:		
Unique Identifying Project Title ¹ :						
Please indicate which space you are requesting:	<input type="checkbox"/>	greenhouse	<input type="checkbox"/>	cold storage	<input type="checkbox"/>	nursery
Project Description:						
Total Area Requested (Bench unit is 32 ft ² [4x8 ft]. Space must be in full bench units—no partial units are available):						
Space Use Starting Date ² :				Space Use Ending Date:		
Multi-year Project ³ :	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Funding Sources (granting agency or organization ⁴ ; please make note of contracts initiated before July 1, 2011 ⁵):						

¹Please provide a project or course title suitable for the college annual report to the university.

²Usage is based on monthly units with a grace period of three business days.

³Space is granted for a one-year period. Multi-year or ongoing projects should be indicated on the initial space request, but still require the submission of a space request form each year.

⁴This information is being collected for the college's annual farm activity report.

⁵See web site (<http://umaine.edu/mafes/home/service-fees-and-labor-rates/>) for information on exclusions for pre-existing contracts.

Please note: University of Maine Online Basic Safety Training and MAFES Horticultural Facility Area-specific Safety Training must be completed and documented before any work is conducted in the facilities.

Signature of person requesting space: _____

Account #:

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Dept Fund Program Project

Authorized signature: _____