

SHARED SPACE REQUEST FORM

(Request for scheduling - submit to Cinamon Moffett <cinamon.moffett@oregonstate.edu>)

Name: _____ Today's Date: _____
Institution: _____ Course/Research Group: _____
Address: _____
Phone: _____ Email: _____
Emergency Contact & Phone: _____
Associated Investigator/Faculty Advisor/Instructor: _____

FACILITIES REQUESTED:

- Outdoor tank space
Covered outdoor tank space
Indoor tank space
Office
Other
Dry lab space
Wet lab space
Cold room
Freezer space

Undergraduate
Graduate Student
Postdoc/Researcher
Faculty/Instructor
Visitor/Guest

If other: description of facilities requested:

Period of Use: (List start date and end date. Provide alternative periods of use, if possible.) _____

Purpose: Attach Proposal Summary (Briefly describe the purpose of the proposed space use (1page Maximum). Include: any chemicals or equipment that will be used, if tank space requested- tank dimensions, name of research species, collection site, food type, water needs: gallons per min, flow through or confinement, and any alteration of the effluent such as temp, pH....)

Special Requirements: (for example: laboratory bench space, equipment needs i.e. heat pumps, blackout curtains, DMX lighting system, Wi-Fi access..., hazardous chemical use, afterhours access)

of Users: _____

HMSC Office Use Only
Director's Office
Jim Lewis, Facilities
Date: _____

HATFIELD MARINE SCIENCE CENTER SPACE RENTAL FEES

Space rental fees apply to all groups renting HMSC space for mission-related events, with the exception of OSU faculty, staff and students who are exempt from space rental fees. Users are responsible for all service fees associated with a space rental. Rentals are based on a 100 square foot minimal rental a month.

- Specialty or Seawater Labs \$4 sqft/month
- Computational Labs \$3 sqft/month
- Offices \$2 sqft/month
- Artist Loft \$2 sqft/month
- Tank space with seawater access \$1 sqft/month