

PSRG Sublet System Policy

Revised September 22, 2023

Background:

The Plant Science Research Greenhouse (PSRG) Faculty Users Committee approved a sublet system in late 2019. The sublet system was initially developed for programs that conduct research in the greenhouse from fall through spring, but not in the summer, and prefer to use the same greenhouse every year. Programs that had pauses in research for other reasons also used the sublet system. Under the terms of the policy, the primary user needed to move out of the greenhouse for at least 2 consecutive months to enable potential use by other programs. The primary user continued to pay the \$75/month flat fee per month while the subletter paid the square footage portion of the monthly charge. This system enables programs to return the same greenhouse each year while also maximizing use of greenhouse space.

The sublet system has been used successfully. However, some greenhouses have remained in the sublet system for extremely long periods of time, which has limited their use. During the upcoming state-funded renovations, the PSRG will face significant reductions in space and several research groups will need to be reassigned to alternate greenhouses. Thus, the PSRG Director and Faculty Users Committee developed specific parameters for the sublet system to better facilitate space use. The PSRG Faculty Users Committee approved the revisions to policy.

Sublet System Policy:

The sublet system will continue with the following specifications:

- A greenhouse can only be placed the sublet system if there are specific plans to use it within 12 months.
- For a greenhouse to be placed in the sublet system, the primary user must notify the PSRG Director via email at least 2 months prior to the date that it will be vacated. A greenhouse is not vacant until it has been cleaned by the primary user (e.g., all plant material and debris has been removed and the floor thoroughly swept).
- There must be at least 3 months between the date the greenhouse is vacated and the date that it will be re-occupied by the primary user.
- During the period the greenhouse is in the sublet system, the primary user will pay the \$75 flat-rate portion of the monthly fee. If the greenhouse is sublet, the subletter will pay the square footage-based portion of the monthly fee. If the greenhouse is not sublet, the square footage-based portion of the monthly fee will not be collected.
- If a subletter uses the greenhouse, they must clean it (e.g., all plant material and debris has been removed and the floor thoroughly swept) by the date agreed upon with the PSRG Director.

Exceptions to this policy will be considered on a case-by-case basis by the PSRG Faculty Users Committee. Requests should be submitted via email to the PSRG Director and include a thorough justification for the request.

The PSRG Director and Faculty Users Committee acknowledge that prior to the sublet system, it was sometimes difficult to obtain greenhouse space. This may have led some users to “hold onto” greenhouse space that they are not using. PSRG staff make every effort to find space for users. We are available to have discussions with users to understand their space needs and have been very successful at accommodating space requests. Please recognize that our ability to meet all users space needs increases when greenhouses that are not being used are available to others.