

## **To Access Biology Greenhouse resources for your teaching and research needs-**

For scan card access to the greenhouse for yourself or classes- please submit the following form- [Key Request form](#) to [Biokeys@uw.edu](mailto:Biokeys@uw.edu).

**Greenhouse Classroom reservations.** The classroom is available for class, lab, office hours or exam review session, celebrations, awards, presentations, meetings or hosting student club activities. It is reserved on a first come, first served basis through the biology website room scheduling system- <https://reservations.biology.washington.edu>.

The GH staff approve reservation requests after cross checking the GH Activity calendar for overlaps or scheduling conflicts. Tours are booked several weeks in advance and due to the facility design, the groups enter through the classroom. The staff will let the person reserving the classroom know if there are other scheduled activity overlaps or potential interruptions.

For Service Requests we advise making service requests several weeks in advance.

**Scheduling a Greenhouse tour** or use the 4 Collection rooms for your Collection rooms- use- [Greenhouse Tour or Group Visit Request](#)

**Reserving research space and initial project consultation** with Greenhouse Staff use- [Research Space Request](#)

After initial project startup, you can request periodic project consults with the Greenhouse Manager- [sadlergh@uw.edu](mailto:sadlergh@uw.edu)

**Requesting teaching plant materials or staff assistance** with lab set up and/or teaching in the GH classroom- [Teaching Material Request form](#). For plant production requests, we need the requests the beginning of the prior Quarter to allow enough lead time to grow or source the requested materials.

**Requesting growing supplies from the greenhouse**-the GH/Biology Department keeps 8 common growing supplies in stock as a courtesy for researchers. These supplies can be ordered through the biology stockroom at-<https://admin.biology.uw.edu/stockroom>. After placing an order, please bring your receipt to the GH and the staff will fill your order. Additional growing supplies can be ordered by the Greenhouse Manager-[Sadlergh@uw.edu](mailto:Sadlergh@uw.edu)

Please complete and submit the service request forms. Once a request is received, the GH staff will process the request and reach out to confirm and clarify any questions.