

Leica Reservation Policy
February 25, 2013

The Leica has been a heavy workhorse for confocal microscopy in our department. Usage of this instrument has increased from an average of 7 hours per day in November 2012 to 8.5 hours/day in February 2013 as an increasing number of personnel are being trained to use it. In an attempt to make the reservation/billing procedures fair to all and to maximize the number of reservation slots available, the Equipment Resource Committee is enacting the following guidelines effective immediately.

- 1. All bookings will be charged in full unless canceled 48 hours in advance.**
- 2. If you are unable to make your reservation within the 48 hours and if you are able to locate someone to fill your spot, then the reservation transfers to them and you will not be billed. However, the person taking over the reservation must email the Equipment Manager confirming the arrangement.**
- 3. Bookings can only be made two weeks in advance.**
- 4. The maximum amount of time the instrument can be booked is THREE hours during the hours of 9 am to 5 pm weekdays. No maximum limit on bookings after hours on the weekdays or on the weekends.**

If you have questions regarding these new guidelines, please contact the Equipment Manager.

Thank you,

Equipment Resource Committee