This agreement outlines the expectations of access and use of the University of Kentucky Light Microscopy Facility. Users agree to the following rules and guidelines:

1. Standard operating procedures for individual instruments must be followed. These are available on our website. All users should familiarize themselves with the appropriate manual. Procedures must be followed to avoid damage to the instrument.
2. Users are required to report any damage to the equipment or room as soon as it is observed.
3. Policies may change occasionally. Staff will inform all users of the facility by email of any changes in advance of their implementation.
4. User fees are posted on our website and all services are billed at the rate indicated. Fees are subject to change. Users will be notified of any user fee changes by email in advance.
5. All users must receive training and be approved for use on each piece of equipment. Users are only allowed to use equipment for which they have received training.
6. Cancellation or rescheduling of a booked imaging session must be done 8 hours in advance of the scheduled time.
7. All booking must be completed using our online scheduler. Users are only allowed to use equipment if it is scheduled on the calendar.
8. The start and stop times of all imaging sessions are recorded. Instrument time is billed typically based on the scheduled time. In the event a session runs longer, the actual recorded time is used for billing.
9. Users are responsible for the storage of their own data. The facility does not back up user data. We recommend that the user immediately transfers data to their own storage device. The facility is not responsible for lost or deleted files.
10. When facility resources have been used to generate data that are described in a talk or publication, including posters, the Light Microscopy core must be acknowledged. Users are expected to inform the facility when an acknowledgement is made. This is essential to our annual reporting.
11. All safety requirements for the facility must be followed.
12. Users that have not booked equipment for more than 6 months will be moved to an inactive status. Inactive users must undergo a refresher training course before they can use the instruments again.
13. There is no fee for initial microscope training. Users are simply required to pay for the instrument time used during training.
14. There is a substantial time commitment from facility staff to train users at no expense. We expect that users will utilize a minimum of 10 hours of instrument time within 3 months of training.

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Name                              Signature                        Department                           Date