



HIGHLANDS
BIOLOGICAL STATION

RESERVATION REQUEST FORM
FOR VISITING RESEARCHERS, STUDENTS,
CLASSES & OTHER GROUPS
Space (Housing, Lab, Classroom) and Equipment

265 North Sixth Street, Highlands, North Carolina 28741
Tel: (828) 526-2602 Fax: (828) 526-2797 NIODSLV@HBS

Please fill out both pages of this reservation request form and return it to the Business Officer, Katie Cooke, who will review your request and notify you either of pending questions or of confirmation. Please call if you have any questions. We cannot confirm a reservation without a completed form. Please print your completed form, sign at the bottom, and return to HBS via mail, fax, or e-mail, using the contact information above.

CONTACT INFORMATION FOR THE RESPONSIBLE PARTY

Name _____

Billing Address _____

Telephone _____ Cell _____ Work _____ E-mail _____

Please list the names of other chaperones, if applicable, here:

GROUP DETAILS

Preferred Arrival Date _____ Preferred Departure Date _____

Alternate Arrival Date _____ Alternate Departure Date _____

Number in group, including yourself (if the group is a mix of students and adults, please indicate the number of each in your party) _____

SPACE REQUESTED

Residence Options

HBS can sleep up to 40 people in five residences.

Valentine House is a two-story wood-frame building divided into six bedrooms, three bathrooms, a living room, a fully equipped kitchen, two dining rooms, and a laundry/utility room. Formerly a private residence, it can accommodate 14 people, mostly housed two to a room in single beds with a shared bath.

Howell Cottage is a one-story block building divided into three bedrooms, two bathrooms, a kitchen, and a living room.

Wright and Deacon Cottages are one-story block buildings, each with two bedrooms and a bathroom. They are unheated and used only in the warmer months (typically April to October). Wright, Deacon, and Howell residences have been upgraded with dehumidification systems and new windows and furniture.

The Duplexes are our most modern dorms. Each has a kitchen and living room and can sleep four people in two bedrooms.

Additional Information

Station residents must bring their own bedding, including sheets, pillow cases, blankets, and towels. The Station attempts to keep rules and regulations to a minimum. Although limited housekeeping services are provided to keep common areas clean, occupants take primary responsibility for their own rooms and are expected to maintain reasonable standards of cleanliness in their living quarters. In accordance with UNC policy, PETS CANNOT BE ACCOMMODATED.

All residences with the exception of Wright and Deacon Cottages are equipped with kitchens. Residents of these cottages and larger groups staying in different residences but wishing to prepare group meals use the Weyman building. The Station does not serve meals, but refrigerators, stoves, appliances and utensils are provided. Grocery stores and restaurants are located within a half-mile of the Station.

Indicate below your request for housing.

<u>Residence</u>	<u>Number of Visitors</u>	<u>Length of Stay</u>	<u>Housing Fee</u>	<u>Total</u>
Duplex <i>Sleeps 8 total; 4 on each side; Available year-round</i>	_____	x _____ night(s)	x \$40	= _____
Valentine House <i>Sleeps 14; Available Jan. – mid-Aug.</i>	_____	x _____ night(s)	x \$30	= _____
Howell Cottage <i>Sleeps 12; Available Apr. - Oct.</i>	_____	x _____ night(s)	x \$25	= _____
Deacon Cottage <i>Sleeps 6; Available Apr. - Oct.</i>	_____	x _____ night(s)	x \$20	= _____
Wright Cottage <i>Sleeps 6; Available Apr. - Oct.</i>	_____	x _____ night(s)	x \$20	= _____

Estimated Total Housing Fee for Group
(The Business Office Manager will confirm the amount to be filled) = \$ _____

Indicate below your request for laboratory space (please check all that apply).

- _____ Classroom Teaching Space (includes use of a projector) \$25/per group
- _____ Research Desk \$40/week
- _____ Research Office \$70/week
- _____ Molecular Lab \$20/day
- _____ Dedicated Bench Space \$40/week

Indicate below your request for laboratory equipment (check all that apply). There is a \$25 equipment fee per group.

- _____ Microscopes: *Dissecting* *Compound* \$25/group (in addition to the equipment fee)
- _____ *We will send you a Microscope Rental Agreement form with guidelines and additional information.*
- _____ External Light Sources
- _____ Environmental Chamber
- _____ Fumehood
- _____ Herbarium Access
- _____ Freezer Space: Regular -20°F -80°F (*please label everything clearly – “label it or lose it!”*)
- _____ Refrigerator Space (*please label everything clearly – “label it or lose it!”*)
- _____ Glassware (please indicate specific glassware): _____
- _____ Dissecting tools (please indicate specific tools): _____
- _____ Centrifuge
- _____ Drying Oven

I have read and understand the HBS Information Sheet (on the web at: www.highlandsbiological.org/visit/). I am the responsible party and have made sure that each member of my group has read and agreed to the conditions prior to arrival. The HBS living guidelines are reasonable and I agree to abide by them during my stay and ensure that everyone in the group understands them as well.

Signature of Responsible Party

Today's Date