

RULES FOR BOOKING FLUORESCENCE AND CONFOCAL MICROSCOPES:

1. Reservations are done in 3 ways:
 - a. **E-mail address:** inc.microscopia@uab.cat
 - b. **Phone:** 93.586.85.36 (provisionally)
 - c. **Internet**, through google calendar (the user must have the technician permission as user in self-service regime)
2. A **maximum of 4 hours per day** can be booked per person and group for each microscope.
3. A **maximum of 12 hours per week** can be booked per person and group for each microscope.
4. A **maximum of 36 hours per month** can be booked per person and group for each microscope.

NOTE: Utilization of microscopes can surpass the booking time **ONLY** if the remaining hours are not booked by other users.
5. Reservations can be made **3 weeks in advance**.
6. **Reservation will be cancelled** if the User does not assist to the Microscope Unit within **30 minutes after the starting time** and without previous contact to the Technician. Otherwise, the reservation for that day will be lost and **the group will be charged 50% of the rate**. If it happens 3 consecutive times, the User will not be allowed to make further reservations.
7. **New Users ALWAYS must PREVIOUSLY contact the microscopy technician** to be assigned the most suitable equipment and the appropriate training.