

**VIRGINIA STATE UNIVERSITY (VSU) COLLEGE OF AGRICULTURE
MOBILE COMPUTER LABORATORY POLICY
RULES AND REGULATIONS AND APPLICATION FORM**

Individual(s)/groups (hereafter referred to as “*User(s)*”) who wish to use the College of Agriculture Mobile Computer Laboratory for programs or activities must apply and agree in writing (by signature) to the following terms and conditions established exclusively for the VSU College of Agriculture Mobile Computer Laboratory:

1. Applicable fees will be charged for EXTERNAL USERS who request the VSU Mobile Lab. EXTERNAL USERS are defined as any individuals, groups or organizations that are not affiliated with or function under the purview of VSU’s College of Agriculture or Virginia Cooperative Extension.
2. Applicable fees will be waived for individual(s), programs, and activities that fall under the mission and leadership of the College of Agriculture, Virginia Cooperative Extension, USDA Agencies, and requests that come from the VSU President’s Office
3. A **\$150.00** user fee per day, plus the IRS mileage rate will be charged to EXTERNAL USERS. The mileage rate will be calculated from the campus of Virginia State University to the final destination, and back. Payments for the use of the lab may be made via internal transfer, cashier’s check, check or money order payable to Virginia State University College of Agriculture. If an overnight stay is required, user(s) will pay the state per diem cost and lodging for all Virginia State University’s faculty and/or staff involved.
4. The USER should not consider the APPLICATION FOR THE USE OF THE MOBILE COMPUTER LAB APPROVED until the USER(S) RECEIVE(S) an APPROVED COPY of the APPLICATION. The APPROVED APPLICATION may be delivered in the form of an email, fax, or hand delivery.
5. The College of Agriculture maintains the right to notify USERS of the need to postpone or reschedule said reservation (APPROVED APPLICATION) if an unforeseeable conflict arises. The USER(S) shall be notified immediately, if and when there is a conflict.
6. No food or drink is allowed on the Mobile Computer Lab.
7. As a security measure, a College of Agriculture Employee MUST BE present the entire time when the Mobile Lab is used.
8. As required by federal law, VSU will collect civil rights data for all who participate in programs or activities conducted via the College of Agriculture Mobile Lab.
9. USER(S) will be BILLED for any assessed DAMAGE to the MOBILE LABORATORY OR EQUIPMENT.
10. Request for the use of the Mobile Computer Laboratory must be made, in writing, at least TEN (10) days before the date that the Mobile Computer Laboratory will be used.
11. The User’s signature to this Policy/Application Form indicates that the User is in Full Agreement with the Terms of the Policy.

To schedule the mobile lab please contact:

Mr. Troy Tucker at 804-720-6069 or email ttucker@vsu.edu. Mr. Tucker will be responsible for maintaining the Mobile Lab schedule.

**VIRGINIA STATE UNIVERSITY
COLLEGE OF AGRICULTURE
MOBILE LABORATORY REQUEST FORM**

APPLICATION FOR THE USE OF VIRGINIA STATE UNIVERSITY'S MOBILE COMPUTER LABORATORY

Organization/Agency/Department _____

Contact Person _____ Telephone #: _____

Address _____

Date(s) of Activity _____

Times(s) Request _____

Expected Attendance _____

Name of Activity _____

USDA Group ____ Yes ____ No Extension Faculty or Staff Involved ____ Yes ____ No

Signature of Applicant Date Banner Account Number (if applicable)

By signing this document I authorize the College of Agriculture to bill my Banner Account (if applicable)

Payment received: Amount \$ _____ Miles traveled _____

The Mobile Computer Laboratory (MCL) is available for the period requested: Yes () No ()

Manager MCL signature: _____ Date _____

Request Approved _____ Request Denied _____

Administrator/Associate Administrator Date: _____

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer. If you are a person with a disability and desire assistance or accommodation, please notify Mr. Troy Tucker, VSU Extension, during business hours of 8:00 a.m. and 5.00 p.m. *TDD number is (800) 828-1120.