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## Guideline space allocation variable cages and returning cages

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In addition to the fixedly allocated cages, scientists can request additional cages for variable periods.

The CAF will assign the cages based on availability and first come first serve basis.

So if you have early plans, let us know in time.

### Request for ADDITIONAL CAGES (variable)

#### Timelines

- Send your request with the cage allocation form to [caf@dbmr.unibe.ch](mailto:caf@dbmr.unibe.ch) until the 10<sup>th</sup> of the month
- Feedback is given until 15<sup>th</sup>
- Cages are available on 1<sup>st</sup> day of following month

#### Procedure

- Cages are available on a monthly base only for 1 to 3 months; please indicate the time frame in the form
- After 3 months you must re-apply
- Cages are always charged for a full month!
- After the 3<sup>rd</sup> month, cages will return to the CAF if no re-application was sent on time (10<sup>th</sup> of the previous month)

### Announcement of RETURNING CAGES (fix or variable)

- Send your request with the **cage allocation form** to [caf@dbmr.unibe.ch](mailto:caf@dbmr.unibe.ch) until the 10<sup>th</sup> of the month
- Feedback is given until 15<sup>th</sup>
- Cages are off your accountability on 1<sup>st</sup> day of following month

### No sub-rental to other users!

