

CALENDAR YEAR: \_\_\_\_\_

# The Ohio State University at Mansfield

## CLASS USE APPLICATION

### 1. APPLICANT INFORMATION:

APPLICANT: \_\_\_\_\_

APPLICANT'S TITLE OR ACADEMIC STATUS: \_\_\_\_\_

ADVISOR (If applicable): \_\_\_\_\_

INSTITUTION (Do not abbreviate): \_\_\_\_\_

DEPARTMENT (Do not abbreviate): \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

OFFICE FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### 2. REQUESTED ARRIVAL AND DEPARTURE DATES (Exact dates of use. Please sign-in daily at the campus)

### 3. COURSE TITLE AND NUMBER:

### 4. PLEASE INDICATE THE NUMBER OF PARTICIPANTS IN THE CLASS:

INSTRUCTORS/TEACHING ASSISTANTS \_\_\_\_\_ GRADUATE \_\_\_\_\_  
STUDENTS UNDERGRADUATE STUDENTS \_\_\_\_\_ OTHER: \_\_\_\_\_

NAMES OF MULTIPLE INSTRUCTORS AND ALL TEACHING ASSISTANTS:

5. **STATEMENT OF PROPOSED CLASS PURPOSE.** (Include location of field areas, animal and plant populations that may be affected by the proposed class, and any housing or other resources needed during the class. Any potential disturbances to the campus' ecosystem or cultural resources, including all experimental manipulations, collections, and the introduction of any species or genotypes, must be clearly described. The application will be evaluated using the following considerations: potential impacts to natural systems; potential impacts to present or future long-term use of campus resources for research or instructional purposes; potential conflicts with on-going research or instructional programs; and availability of alternative sites. Please type or print clearly.)

## 6. INTRODUCTION OF NON-NATIVE GENOTYPES

Does your project involve the transfer of animals, plants, and/or microorganisms from outside the campus to within campus or between different parts of the campus?    Yes    No

## 7. PERMIT REQUIREMENTS

Please read and answer the following items carefully. Instructors will not be allowed access to the campus until they obtain the appropriate permit(s), or the campus has been informed by the agency(ies) involved that no permits are required for the project described in this application. It is the user's responsibility to obtain the appropriate permit(s) and to provide the campus with a copy. Please discuss permit requirements with the Campus Advisory Committee.

A)	Does your project involve vertebrate animals?	Yes	No
	If "Yes,"	• Indicate all that apply:	Reptile      Amphibian      Fish      Bird      Mammal
		• Will any animal be captured?	Yes      No
		• Will any animal be held longer than 12 hours?	Yes      No
		• Will any birds be banded and/or color marked?	Yes      No
		• Will any animal's skin be broken (needles, tags, surgery, etc.)?	Yes      No
		• Will any animal's movement in the environment be restricted?	Yes      No
		• Is there potential for any animal's behavior to be altered?	Yes      No
		• If this is a renewal, has there been any change in the project?	Yes      No      N/A

Prior to beginning a research project involving the use of vertebrate animals, you must receive approval from the animal care committee at your home institution. Please append written approval to this application.

B)	Does your project involve the collecting (including banding and/or color marking) of vertebrate wild animals, invertebrates, or marine plants?	Yes	No
----	--	-----	----

If "Yes," you will need to obtain a scientific collecting permit from the Ohio Department of Natural Resources. Please append permit.

Does your project involve the collection, banding, and/or color marking of birds?    Yes    No

If "Yes," you will need a federal permit from the U.S. Fish and Wildlife Service. Please append permit.

Does your project involve working with plants or animals that are listed as species of special concern, threatened, or endangered species?    Yes    No

If "Yes," you will need to obtain a memorandum of understanding (MOU) from the Ohio Department of Natural Resources. Please append permit.

Does your project involve working with plants/animals that are Federally listed as threatened or endangered species?

Yes      No

If "Yes," you need to obtain a federal permit from the U.S. Fish and Wildlife Service. Please append permit.

PERMITS CAN TAKE AT LEAST 30 DAYS TO BE APPROVED, SO CALL IMMEDIATELY FOR AN APPLICATION.

## 8. GUIDELINES FOR CLASS VISITS:

- Plan the trip in advance, including logistics, travel, food, emergencies, weather, and clothing needs.
- Designate one person in your group to make arrangements and communicate them to the rest of the group.
- It is the responsibility of the group leader to be sure all participants are aware of restrictions particular to the campus.
- Any disturbance to the ecosystem (sampling or removal of plant parts, collection of rocks, sand, soil, water, animals, etc.) must be approved in advance by the campus.
- Information on the recommended routes and trails can be obtained from the campus representative. Please be careful not to interfere with ongoing research projects. Travel through the campus forest as unobtrusively as possible.
- Take sufficient time to supervise your group. A staff/student ratio of 1:5 to 1:10 is recommended.
- Encourage serious students to undertake a research project of their own. Please check with the campus for appropriate research projects.
- Please notify the campus representative of any special needs or concerns of your group.

## 9. IN CASE OF EMERGENCY:

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## 10. THE OHIO STATE UNIVERSITY – MANSFIELD CAMPUS REGULATIONS

- If the class use application is approved, the user must comply with all applicable University regulations, including those that are resource-specific, and provide all required state and federal permits.
- **All users, unless exempted, must sign a WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT before they will be allowed to enter the campus forest.** It is the responsibility of the group leader to see that each member of the group has signed this agreement BEFORE visiting the campus. For visitors under 18 years old, the minor's parent or guardian must sign this agreement. This agreement cannot be altered.
- OSU instructors who are sponsoring an OSU class trip to the campus should note that they are solely responsible for enforcing the University's policies on waiver agreements, and are expected to obtain and maintain signed waivers from every student prior to the class trip.
- All publications resulting from the use of any campus natural resources must acknowledge The Ohio State University – Mansfield Campus. Please submit two copies of all publications (only one bound copy of a thesis or dissertation is required) to the Campus Advisory Committee.
- Material(s), including resulting fragments, subunits, progeny, products, genetic material, mutants and derivatives, approved for collection belongs to the University. You and your institution/company will use the material(s) only in that scientific activity described in this application and will not allow the material(s) to be transferred to any other party or use them for commercial purposes without the express written consent of the Ohio State University - Mansfield Campus.
- Visitors may not bring animals (domestic or wild) to the campus, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the campus if you have a special need.
- Firearms are forbidden at the campus forest, unless the University has granted special permission.
- All users are requested to leave the land and any facilities cleaner than you found them.

I have read and agree to abide by the use regulations listed above and any resource-specific rules appended to this application, and am aware that it is my responsibility to disseminate this information to all members of my party.

---

Applicant's Signature

Date

---

Campus Advisory Committee Approval

Date