



FISCAL YEAR: \_\_\_\_\_

# HASTINGS NATURAL HISTORY RESERVATION UNIVERSITY OF CALIFORNIA, BERKELEY CLASS USE APPLICATION

Please call in advance to check for availability, then fill out one application per class.

Submit completed application via email to Reserve Manager Mark Stromberg at [stromber@socrates.berkeley.edu](mailto:stromber@socrates.berkeley.edu) or mail to: Hastings Reservation, 38601 East Carmel Valley Rd, Carmel Valley, CA 93924; Phone: (831) 659-2664; Fax: (831) 659-3649

**1. APPLICANT INFORMATION:**

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

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

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 at the reserve each day the reserve is used)

**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 reserve's 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 reserve for research or instructional purposes; potential conflicts with on-going research or instructional programs; availability of alternative sites. Please type or print clearly.)

## 6. PERMIT REQUIREMENTS

Please read and answer the following items carefully. Instructors will not be allowed access to the reserve until they obtain the appropriate permit(s), or the reserve 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 reserve manager with a copy. Please discuss permit requirements with the reserve manager.

- 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 animal be held longer than 24 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. (This is often the same committee that oversees the care of laboratory animals.) Please append written approval to this application.

- B) Does your project involve the collecting (including banding and/or color marking) of vertebrate wild animals, marine plants, or invertebrates?  Yes  No
- If "Yes," you will need to obtain a scientific collecting permit from the California Department of Fish and Game. 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 California state listed species of special concern, threatened, or endangered species?  Yes  No

If "Yes," you will need to obtain a memorandum of understanding (MOU) from the California Department of Fish and Game. Please append permit.

Does your project involve working with plants or animals that are Federally listed 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.

## 7. 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 reserve they are visiting.
- 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 reserve manager.
- Information on the recommended routes and trails can be obtained from the reserve manager. Please be careful not to interfere with ongoing research projects. Travel through the reserve 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 on the reserve. Please check with the reserve manager for appropriate research projects.
- Please notify the reserve manager of any special needs or concerns of your group.

## 8. IN CASE OF EMERGENCY:

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

## 9. NATURAL RESERVE SYSTEM POLICIES

- If the research application is approved, the user must comply with all applicable University regulations, including those that are reserve-specific, and provide all required state and federal permits. All users, unless exempted, must sign a release agreement before they will be allowed on the reserve. It is the responsibility of the group leader to see that each member of the group has signed a release agreement BEFORE visiting the reserve. A parent or guardian must sign a minor release agreement for visitors under 18 years old.
- All publications resulting from the use of any NRS reserve must acknowledge the University of California and the reserve at which the reserve was conducted. Please submit two copies of all publications (only one bound copy of a thesis or dissertation is required) to the reserve manager.
- Domestic animals are not permitted at any NRS reserve, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the reserve manager if you have a special need.
- Firearms are forbidden at NRS reserves.
- 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 NRS use policies listed above and any reserve-specific policies 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

\_\_\_\_\_  
Reserve Manager's Approval

\_\_\_\_\_  
Date