

## **KEMP NATURAL RESOURCES STATION POLICY STATEMENT**

**MISSION** Kemp Natural Resources Station is a University of Wisconsin-Madison facility managed by the College of Agricultural & Life Sciences and dedicated to programs of research, instruction, and outreach concerning the management, conservation, and preservation of northern Wisconsin's natural resources.

**GOALS** Conduct research on the ecology, management, conservation, and preservation of northern Wisconsin's natural resources.

Transfer information on natural resources management, conservation, and preservation to students of all ages.

Enhance public awareness of current natural resources issues.

### **I. USES OF KEMP NATURAL RESOURCES STATION**

Eligible users of Kemp Natural Resources Station include:

- University of Wisconsin-Madison faculty, staff, and students,
- Representatives of research or educational institutions, and
- Resource managers from public and private agencies

who are conducting official business that relates to the spirit and mission of Kemp Station. Specific uses include:

#### **Research and Demonstration**

Scientists conduct numerous research and demonstration projects at or from Kemp Station. Researchers wishing to use Kemp Station for scientific purposes must complete a Project Information Request Form. Forms are available on the web at

[http://www.cals.wisc.edu/research/stations/users/station\\_forms.html](http://www.cals.wisc.edu/research/stations/users/station_forms.html)

or from the Agricultural Research Stations office, 620 Babcock Drive, Madison, WI, 53706-1210. Completed forms should be returned to Richard Straub, Director, Agricultural Research Stations.

#### **Undergraduate and Graduate Instruction**

Kemp Station is used extensively during the spring and fall for undergraduate and graduate instruction. Weekends are the busiest periods.

### **Conference & Meeting**

Kemp Station is available to persons and groups conducting conferences that are consistent with the mission of the Station. Such use, however, receives a lower priority than research and instructional activities. Consequently, conference and meeting uses are accommodated as space allows.

Competing or conflicting requests are addressed on a case-by-case basis by the Station superintendent and the parties involved. In the event that a compromise cannot be negotiated, the matter is referred to the CALS Agricultural Research Stations Committee for resolution. This committee has ultimate authority on resource/facility allocation.

## **II. RESERVATIONS**

Station capacity is thirty-six persons; 30 in the Lodge and 6 in the Cabin. Lodge and Kitchen & Dining Hall facilities are generally available from April 15 to November 1 each year. Cabin, Laboratory and Office facilities are available year round.

**Reservations for the Lodge should be made by September 1 for the subsequent calendar year; reservations for the Cabin should be made by January 31.** Priority is given to research and instructional uses. Requests received after the reservation deadlines will be filled as space allows.

Individuals wishing to use the Kemp Natural Resources Station for research, instruction, conferences, or meetings should direct their request to:

Karla A. Ortman	Telephone: 715-358-5667	<b>or</b>
Thomas W. Steele	Telephone: 715-356-9070	
Kemp Natural Resources Station	FAX: 715-356-3669	
8031 Kemp Woods Road	Email: <a href="mailto:kemp@calshp.cals.wisc.edu">kemp@calshp.cals.wisc.edu</a>	
Woodruff WI 54568-9643		

In response to increased Station demand, groups using the Lodge will be assigned to specific rooms. Assignments will be based on the group's size. Any special room needs due to group composition should be specified when the reservation is made. Each group is expected to utilize only the rooms reserved for them unless a) they are the only group using the Lodge, or b) if arrangements are made and accepted by the other party sharing the Lodge. Common facilities such as the Lodge living room, bath and shower areas, and Kitchen & Dining Hall are available to all users. This change in lodging policy will allow the Station to better accommodate all users in an equitable manner.

## **III. FEE SCHEDULE FOR LODGING (Effective January 1, 2000)**

Fees are assessed according to the type of use made of Kemp Station.

**Research or Instruction:** \$10.00 per person per night

**Conference or Meeting:** \$15.00 per person per night

**Note:** The Cabin is subject to a minimum fee of \$30.00 per night from May 1 to September 30.

Please inform [Karla Ortman](#) or [Tom Steele](#) of all family members and friends staying on-site. These users are subject to the same fee structures and rules as bona fide Station users.

#### **FEE SCHEDULE FOR CONFERENCE USE ONLY (Without lodging)**

The conference fee is \$5.00 per person-day when lodging is not required. Minimum charge is \$50.00 per day. Maximum capacity is 30 persons. Users must submit a copy of their conference agenda when requesting Station facilities. Food service is the responsibility of the requesting person or group. Organizers should indicate whether the Kitchen & Dining Hall is required when scheduling their conference or meeting.

#### **IV. LODGING DEPOSIT, CANCELLATIONS, & CHANGES TO RESERVATIONS**

If requested, a deposit equal to one-half of the anticipated lodging bill is required. This deposit is due 31 days prior to your arrival and will be applied toward the final bill.

Please notify [Karla Ortman](#) of any changes in dates or group size. This notification helps station staff plan cleaning and maintenance and may free space for other users. Cancellations are sometimes unavoidable and will be accommodated without penalty if notification is received prior to the scheduled arrival. **Failure to give 10 days notice of your cancellation will result in a charge equal to 50% of your anticipated lodging bill or forfeiture of your lodging deposit.**

We are also sensitive to the difficulty in predicting attendance months in advance of a Station event, however, **groups which arrive with less than 50% of reserved numbers will be subject to a similar 50% penalty on the difference between actual and reserved attendance if notification is not received at least 10 days prior to your group's arrival.**

#### **V. DEPOSIT AND PAYMENT INFORMATION**

Payment can be made by check, internal transfer or requisition. Lodging deposits and final payments should be made payable to the Kemp Natural Resources Station and mailed or delivered to:

Karla Ortman  
Kemp Natural Resources Station

8031 Kemp Woods Road  
Woodruff WI 54568-9643

Final payment is due upon invoice immediately following one's stay. Group leaders are responsible for the payment of all lodging fees.

## VI. USER RESPONSIBILITIES

Visitors to the Kemp Natural Resources Station should check in with the Program Assistant or Superintendent upon arrival. This will inform Station staff of one's safe arrival and provide the opportunity for orientation to Station facilities. Group leaders must complete a Lodging Record before departure. Blank Lodging Records are posted in the Cabin and the Kitchen & Dining Hall. All guest names must appear on the Lodging Record.

Wisconsin Administrative Code prohibits possession of open containers of alcohol beverages and consumption of any alcohol beverage on University properties unless specifically permitted. **Users of Kemp Natural Resources Station must have an approved Alcohol Beverage Permit to have open containers of alcohol or consume any alcohol beverage on the Station.** No permits will be issued for undergraduate classes. Applications for an Alcohol Beverage Permit are available from Karla Ortman. Users should submit their application at least two weeks in advance of their stay. Mail completed applications to:

Richard Straub  
Agricultural Research Stations  
620 Babcock Dr  
Madison WI 53706-1210.

**All Kemp Natural Resources Station buildings and vehicles are SMOKE-FREE.** Persons wishing to smoke must do so outside. Use extreme care when extinguishing burning materials.

**Speed limits are 15 miles per hour on all Station roads.** The Station is home to an abundant and rather tame deer herd making speeding hazardous. Also, our neighbors are very sensitive to traffic activity. Please SLOW down and enjoy the scenery. Park vehicles only in designated areas.

Blankets, pillows and bed linens are available for users without sleeping bags. **Users must provide their own towels, washcloths, and soap. Food service, if required, is the responsibility of the requesting person or group.**

All Station buildings have a telephone for visitor use. **Long distance calls from Kemp Station must be made with a calling card.** In case of emergency, Station visitors may be reached at (715) 356-5575.

**Users of the Kemp Natural Resources Station are required to separate recyclable items from their trash.** Collection bins are located in the Cabin and the Kitchen & Dining Hall.

**Users of the Kemp Natural Resources Station are responsible for their own housekeeping.** Visitors must keep clean all areas they are using. Guests using Station linens should place their bedding at the foot of their bed prior to departure or, if staying in the Lodge, put it in a laundry bag found in the laundry bin near the Lodge entrance.

**Kemp Station welcomes the children of visiting researchers, instructors, and conference participants.** Agricultural Research Station policy states that: *“children should not be put in a situation where their or other’s safety becomes an issue; that they shall not be disruptive to general station activities; and that parental supervision should be maintained while on the station. It is within the authority of station management to see that these guidelines are being followed.”* Users traveling with children must complete a Release of Liability form, available from [Karla Ortman](#). The parent/guardian is responsible for any injury incurred to or damage caused by children under their care.

**Pets are permitted ONLY in the Cabin and ONLY with prior permission. NO pets will be allowed in the Lodge or Kitchen & Dining Hall.** Pets are expected to be under the immediate control of their owners at all times. Owners are responsible for cleaning up after pets and for any damage caused by pets.