



The UNIVERSITY of OKLAHOMA

# KESSLER ATMOSPHERIC & ECOLOGICAL FIELD STATION

## Class Site Use Request Form

---

Course Title & Number:

Institution

Has this class used KAEFS before?

☐ Yes

☐ No

### I. Primary Contact Information

P.I. Name:	Title:
Date:	Department:
Institution:	Email:
Office Phone:	Cell Phone:
Address:	City:
State:	Zip Code:

### II. Additional researchers associated with this request

Please provide names, institution, and contact information (address, phone, and/or e-mail) below for other individuals that will be responsible for teaching or managing student visitors to KAEFS.

### III. Requested Date(s) for Class Visit

Date(s):

Estimated Arrival Time:

Estimated Departure Time:

### IV. Students

Number of students (please be as accurate as possible):

Ages/Grade Level:

Number of chaperones or Teaching Assistants:

**Note:** Instructors should communicate with the Director as soon as possible to ensure that there are sufficient numbers of chaperones for the number of students visiting.

## IV. Students (cont'd)

Will any students require special assistance?

- ☐ Yes  
☐ No

If yes, please describe any special accommodations needed.

How will individuals be transported to the site?

- ☐ Buses  
☐ Vans  
☐ Individual Cars

Number of vehicles anticipated:

All vehicles must stay on designated roads and park in designated areas. Violation of this rule can cause a risk of fire.

## V. Activity Description

1. Briefly describe the planned activities your students will be doing or the activities you would like to conduct at KAEFS.

2. What areas of KAEFS would you like to visit or work in?

Will your visit require assistance from the KAEFS staff for set-up or tour of the site?

- ☐ Yes  
☐ No

If you answered yes to the above question, please explain the assistance you will require.

## VII. Site Impact

Will your course activities impact vegetation, soils, wetlands, or wildlife at KAEFS?

- ☐ Yes  
☐ No

Will biological specimens be collected?

- ☐ Yes  
☐ No

Will soil or water samples be collected?

- ☐ Yes  
☐ No

If you answered yes to any of the above questions, provide information about anticipated impact on vegetation, wetlands, soils, or wildlife. Describe plans to restore research sites to its original condition if the site will be impacted. This should include descriptions of plans for experiment take-down and removal, waste management, site restoration, or other aspect of the visit that may impact site quality. Describe types of specimens to be collected, species to be collected, whether voucher specimens will be deposited with natural history collections, and locations of those.

## VIII. Facilities, Equipment, and Support Staff

---

**Will the proposed project require:**

- |  |  |
|--|--|
| <input type="checkbox"/> Use of the buildings at KAEFS               | <input type="checkbox"/> Special permits   |
| <input type="checkbox"/> Use of existing tools or equipment at KAEFS | <input type="checkbox"/> Transportation of equipment or materials by truck or other vehicles |
| <input type="checkbox"/> Access to restricted areas of KAEFS         |  |

---

**If you have checked any of the above items, provide information about the facility and equipment needs. Also provide copies of any permits for collecting if necessary.**

## IX. Safety

---

**Are there any special safety concerns related to the proposed vista?**

- ☐ Yes  
☐ No

---

It is the responsibility of the course instructor(s) to convey safety information to their students. KAEFS is a field site and requires attention to weather, wildlife, and outdoor risks. Please discuss these with the Director.

**Would you like the instructor or other KAEFS representative to give a safety overview to your students?**

- ☐ Yes  
☐ No

## X. Other

---

**Any aspects of the requested visit not addressed above that need to be shared with the KAEFS Staff should be provided below.**

---

Visitors to KAEFS must comply with procedures and policies of the University of Oklahoma and KAEFS. Failure to comply will result in immediate termination of site use. Updates or modifications of procedures will be communicated to the KAEFS Director in writing in advance of the visit. Instructors are responsible for conduct of their personnel or other individuals under their direction while at KAEFS. It is the responsibility of visitors to ensure that all trash, equipment, and other items from their visit be removed from the site. In the event that this does not occur, instructors will be responsible for costs incurred by KAEFS and OU for clean up and site restoration.

Any concerns that arise during the site visit should be conveyed to the Director.