



**CITY OF ARCATA NATURE AREA ENTRANCE PERMIT REQUIRING
HSU USE OF FACILITIES AGREEMENT**

(Please print)

This Permit entitles the Permittee to enter and conduct said class/project in a City-owned nature area as described below. *Please allow 7 to 10 days to process.*
For a student research project, See "PROPOSAL GUIDELINES" on the back of this form. Those accessing Arcata Community or Jacoby Creek Forest by motor vehicle, please read road use Best Management Practices on back of this form.

This form **must be submitted** to HSU Risk Management & Safety Services (826-3305, fax: 826-3312). E-mail your application to Kimberly Comet: kdt20@humboldt.edu. Kimberly will process the application and will provide applicant with approved Nature Area Entrance Permit.

Designated Nature Area:			
Project Description (Be Specific)			
Person/Org'n. Performing Work	Name	Address	City
	Phone	Email	Zip Code
If Student, Professor Supervising Work	Name	Address	City
	Phone	Email	Zip Code
Hours of Work		To	
Effective Dates		To	

Applicant agrees to *(initial next to each requirement)*:

	Initial		Initial
1. Disallow unauthorized persons into the project area.		2. Leave the area in a neat & clean condition.	
3. Close and re-lock gates.		4. Comply with all site rules and regulations.	
5. Promptly return key(s).		6. No dogs are allowed unless permitted.	
7. Furnish City with a copy of all results from said project. Project to be completed by (insert date) _____. Results shall be submitted by no later than (insert date) _____. Failure to do so may result in the City advising the responsible person that not all of the Conditions of the Permit have been met.			

TO BE COMPLETED BY CITY STAFF

Approved By:		Date:	
Special Conditions			

Key Issued:	Num.	Date	Signature (Sign Below)	Telephone	Date Key Returned

The undersigned certifies that the application information is correct, agrees to provide related insurance coverage (if required), has read and agrees to obey the rules and regulations and assumes full responsibility for any damages sustained to the building, grounds or equipment and for acts and conduct of all persons admitted to the premises.

Print Name/Title of Responsible Individual	Signature	Date

STUDENT RESEARCH PROJECT PROPOSAL GUIDELINES

To expedite the processing of your application, please attach on a separate sheet of paper, with the following information. Please be brief, a one page description is adequate.

1. Title of Project
2. Date of Application
3. Contact Person (include phone & email)
4. Supervisory Personnel (phone & email)
5. Date of Project Completion
6. Summary
7. Introduction
8. Objective
9. Proposal
 - a. Staff (include phone/email)
 - b. Length of Project
 - c. Potential Impact on System
 - d. Estimated flow (if wastewater)
 - e. Materials
 - f. Labor
 - g. Costs/Funding
 - h. Schematic Design
 - i. Monitoring
 - j. Maintenance
 - k. Reports
 - l. Conclusion

BEST PRACTICES FOR ROAD SYSTEM USE FOR PERMITS ALLOWING ACCESS TO ARCATA COMMUNITY FOREST OR JACOBY CREEK FOREST

Welcome to the Arcata Community Forest or Jacoby Creek Forest. The City's Environmental Services Department takes seriously its responsibility as a steward of its lands, and we ask for your help in protecting our forest resources.

The City manages its timberlands under an approved Non-Industrial Timber Management Plan (NTMP). A key element of the plan is prudent management of our forest road system to minimize sediment discharge to aquatic habitat.

Best Practices for Road Use

Whether you are a City employee, a contractor, or a permitted visitor to the forest, please ensure that your road use activities comply with the following conditions:

- Do not drive vehicles on roads with native soil (dirt) surfaces during the winter season beginning October 15 and ending May 14.
- Between May 15 and October 14, do not drive on wet roads when the running surface is soft and deforms or ruts under the weight of your vehicle.
- Do not drive off road on trails, prairies, or in streambeds.
- If your road use damages a water bar or other drainage structure, repair it.
- If you are performing road construction, maintenance, repair or removal work, it must be done in strict compliance with the NTMP and applicable state permits such as streambed alteration agreements. When in doubt, ask the Director of Environmental Services or Natural Resources Maintenance Crew Leader about applicable standards.