



**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](mailto: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. Attach additional pages/maps as necessary.)			
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.

<b>Print Name/Title of Responsible Individual</b>	<b>Signature</b>	<b>Date</b>

## **Love Arcata's Community Forest and Marsh & Wildlife Sanctuary?**

### **Help Support Them!**

The Humboldt Area Foundation hosts donation funds that support the City of Arcata's Community Forests and Marsh & Wildlife Sanctuary. Donations to these funds assist preservation, expansion, restoration, wildlife conservation, public access and trail maintenance of the Community Forest and the Marsh & Wildlife Sanctuary.

To make a tax deductible donation to support the City of Arcata's Forests and Marsh, visit the Humboldt Area Foundation Giving website: <https://www.hafoundation.org/Giving/Make-a-Gift-Today/Give-Now> and select either the Arcata Forest Fund or the Arcata Marsh and Wildlife Sanctuary Community Endowment Fund.

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

## **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 its responsibility as a steward of its lands seriously, 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<sup>th</sup> and ending May 14<sup>th</sup>;
- Do not drive on wet roads at any time, 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 (viewable here: <http://www.cityofarcata.org/DocumentCenter/View/269>) and applicable state permits such as streambed alteration agreements. When in doubt, ask the Director of Environmental Services or Natural Resources Supervisor about applicable standards.