



# Special Use Permit Application

This application applies to activities that do not fit the research or education permit applications. Examples would be group tours of the Station or use of facilities by the UF community for meetings, retreats, etc.

- **Please follow form instructions carefully.**
- Applications and project descriptions must be submitted with a **hard and soft copy**.
- Soft copies: Submit via email to Steve Coates, Program Coordinator - scoates@ufl.edu
- Hard copies: Mail to Ordway-Swisher Biological Station, PO Box 110430, Gainesville, FL 32611
- Applications submitted will be reviewed at the **1st of every month** and may take up to two weeks for review.

**1. APPLICANT INFORMATION:**

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

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

ADVISOR / SUPERVISOR (If applicable): \_\_\_\_\_

INSTITUTION (Do not abbreviate): \_\_\_\_\_

DEPARTMENT (Do not abbreviate): \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

OFFICE FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. REQUESTED ACTIVITIES (Do not truncate):**

**3. ACTIVITY DURATION DATES (Month/year to month/year):** \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

**4. THE NUMBER OF PARTICIPANTS IN THE ACTIVITY:** \_\_\_\_\_

**5. REQUESTED ARRIVAL AND DEPARTURE DATES**

**6. ATTACH A DETAILED DESCRIPTION OF REQUESTED ACTIVITIES (Two hard copies and a soft). INCLUDE:**

- A: Purpose and specific objectives of activity. If your activity involves ground disturbance, estimate the amount, location, and duration.
- B: Animal and plant populations that may be affected by the activity.
- C: Location of activity area(s) (map can be supplied)
- D: Any potential disturbances to the Station's ecosystems or cultural resources.
- E: Will marking material be needed (Flagging, pvc, rebar, etc)?
- F: Will any resources be needed from Station (data, equipment, etc)? The Station has a fee schedule for certain items and services.

**7. IN CASE OF EMERGENCY:**

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

**8. ORDWAY-SWISHER BIOLOGICAL STATION POLICIES:**

- Individuals are responsible for following OSBS policies. The latest version can be found at <http://ordway-swisher.ufl.edu>.

The application will be evaluated using the following considerations: Potential impacts to natural systems; potential impacts to present or future long-term use of the Station for research or instructional purposes; compliance with state and federal law, UF policies, and any stated Ordway-Swisher Biological Station research policies; scientific merit and feasibility; potential conflicts with on-going Station research programs; and availability of alternative sites.

I have read and agree to abide by the Ordway-Swisher Biological Station’s current and future use policies and any Station-specific policies appended to this application, and are aware that it is my responsibility to disseminate this information to all members of my party.

\_\_\_\_\_  
Applicant’s Name (Print legibly)

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Faculty Advisor’s or Sponsor’s Name (Print legibly)

\_\_\_\_\_  
Faculty Advisor’s or Sponsor’s Signature

\_\_\_\_\_  
Date

\* Required for student projects and studies.

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**FOR ADMINISTRATIVE USE ONLY**

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Program Coordinator’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director’s Signature

\_\_\_\_\_  
Date

**PERMIT NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

## Station Policies

### GENERAL:

1. All University of Florida (UF) and Ordway-Swisher Biological Station (OSBS) policies are to be observed while visiting the facility. The policies, procedures, and fees of OSBS are subject to change without prior notice. The Station administrators reserve the right to update any OSBS policies and add additional ones at any time. All visitors will be responsible for observing any and all updates to UF and OSBS policies. Current OSBS policies can be found at <http://ordway-swisher.ufl.edu>. Violation of these policies may result in termination of project/activity on the Station and may affect future use of the facility.
2. The Station's main entrance gate is located at 245 Mason Rd. Visitors will use this gate for entering and exiting the Station. The gate is to never be left unlocked or left open unless attended.
3. Visitors are required to sign-in & out at the check station by the front gate each day the Station is used. The following information is required: Date, Full Name, # in party, Time in, Time out, Purpose of visit, Location(s) visiting (use Management Unit or Area ID).
4. Hunting and fishing are prohibited on the Station. Violation of this policy will result in termination of project/activity on the Station and may result in arrest by law enforcement representatives.
5. Firearms are prohibited on the Station.
6. Domestic animals (dogs, etc) are not permitted on the Station, unless they are part of an approved research project or are necessary to help a disabled user. Please notify the managers if you have a special need.
7. Removal of any Native American or homesteader artifacts (ex. arrowheads, pottery, etc) is prohibited. Violation of this policy will result in termination of project/activity on the Station.
8. The posted speed limit throughout the Station is **15 MPH**.
9. Vehicles are not permitted to leave designated roads unless permission has been granted by managers.
10. Designated Station vehicles are available for use on an available basis and may be subject to the Station's fee schedule. They may not be driven unless permission has been obtained from managers. When using state vehicles, users must fill out vehicle log in truck.
11. Permission must be obtained from managers before borrowing any equipment not designated for project/activity. Equipment loaned for use are for studies utilizing OSBS wholly or partly and may be subject to the Station's fee schedule.
12. In order to reduce the accidental introduction of exotic invasive aquatic species into the lakes and ponds on the Station, outside canoes and boats are prohibited from being used unless an individual receives written permission from Station managers. The Station has boats and canoes that are available for use. A minimum of 2 floatation devices must be present in a boat when being used.
13. There are no sanitation facilities on the property. Any trash generated by users must be packed out.

### RESEARCH/TEACHING SPECIFIC:

14. An appropriate application (Research, Education, or Special-Use) is required to be completed and all relevant permits (institutional, state, federal) provided before a project can be reviewed for use of the station and its resources.
15. Any change from permitted activities such as study location, personnel, species of focus, sample collection, project time-line, impact to habitats-species-environment, OSBS resources needed, or overall project focus, etc, shall be submitted in writing for review before a change can be enacted. Updates to institutional (IACUC, ARC, etc), state, federal permits shall be provided to OSBS managers at the time of their approval. Violation may result in termination of project/activity on the Station and may affect future use of the facility.
16. Researchers are required on an annual basis to provide a text file that summarizes their project's status and a summary of research results by Jan 31st. These results will be published in the Station's Annual Report. Minimum required metadata includes the title of each data set, the investigator's name, mailing address, e-mail address, and a one-page abstract.
17. Publications resulting from the use of the Station must acknowledge the University of Florida and the Ordway-Swisher Biological Station.
18. Electronic copies of all publications including theses and dissertations generated from work will be provided to Station managers.
19. Researchers may be required to provide a hard and soft copy of mature data sets derived from work on the Station, which will be archived at the Station.
20. Student research projects require a UF faculty member sponsor.
21. Individuals must complete a key agreement form before keys are provided. All keys provided will be turned in at the completion of research and will not be given or loaned to other individuals. Violation of this policy will result in loss of key and possible termination of project/activity on the Station.
22. Projects needing the use of flagging or marking material must check with managers to determine if other research/activity coinciding on the Station is using the same color/pattern. All equipment/flagging etc. is to be removed once the project/activity has been completed unless otherwise agreed upon by managers.

**Not required for UF Faculty, students, or staff**

**GENERAL RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS  
ASSUMPTION OF RISKS, AND HOLD HARMLESS AGREEMENT  
ORDWAY-SWISHER BIOLOGICAL STATION**

In consideration of being granted a non-exclusive license to enter upon, and engage in activities on, the property, I hereby agree as follows:

I, \_\_\_\_\_, for myself and my estate, heirs, administrators, executors, and assigns, hereby release, discharge and hold harmless the State of Florida, the State Board of Governors, the State Board of Education, the University of Florida Board of Trustees (the "University") and their officers, directors, employees, representatives, agents, and volunteers (collectively, the "Releasees"), for, from and against any and all liability and responsibility whatsoever, however caused, for any and all damages, claims, or causes of action that I, my estate, heirs, administrators, executors, or assigns may have for any loss, personal injury, death, or property damage arising out of, connected with, or in any manner pertaining to my activities on the property, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise.

I fully understand that there are potential risks and hazards associated with entering on and engaging in activities on the property, including, but not limited to, possible injury or loss of life. I further understand that this is undeveloped property upon which dangerous animals may be present and I may be interacting with, or coming into contact with, persons that are not associated with or under the control or supervision of the Releasees. Despite the potential risks and hazards associated with my activities on the property, I wish to proceed, and freely accept and assume all risks and hazards that may arise from my activities on the property, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise. I acknowledge that my activities on the property are purely optional, that I requested this license, and that I am freely and voluntarily participating in the activities.

I agree to comply with all laws, orders and regulations of any governmental authorities having jurisdiction over the subject property, including, without limitation, any law, statute, rule, regulation, ordinance, code, or policy now or hereafter in effect relating to endangered species, game management, the environment, health, safety. I further agree to comply with any rules that the University may impose regarding my activities on the property, including but not limited to, notifying the University when I will be present on the property. Further, I agree to take all reasonable steps to protect the subject property from any damage other than ordinary wear and tear caused by my activities thereon.

Lastly, I agree to defend, indemnify, and hold harmless the Releasees from any judgment, settlement, loss, liability, damage, or costs, including court costs and attorney fees for both the trial and appellate levels, that Releasees may incur as a proximate result of any negligent or deliberate act or omission on my part during my activities on the property.

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age and fully competent.

**I HAVE READ THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND VOLUNTARILY AGREE TO BE BOUND BY IT.**

NAME (PRINTED) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS (PRINTED) \_\_\_\_\_

WITNESS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Station Fee Schedule

The Station has established a fee schedule for resources and services to help recoup some of the maintenance costs of these items. Availability of some items may be limited due to use by others, damage, or be under repair. The cost of equipment or facility damage repair or replacement will be the responsibility of the borrower. A fee reduction or waiver may be requested. Please provide a written request for a fee reduction or waiver to the Program Coordinator.

### **RESEARCH USE FEE:**

Description: A use fee based on use days is assessed against all approved research projects in order to assist with general maintenance upkeep costs.

Fee:

- 1-20 days use - \$50.00/year
- 21-75 days use - \$150/year
- 76+ days - \$250/year

### **CLASSROOM USE @ DUKE CAMPBELL BUILDING (BUTLER BUILDING)**

Description:

- |                                    |  |
|------------------------------------|--|
| ▪ 36 person multi-use classroom.   | ▪ Network printer  |
| ▪ Training tables/chairs           | ▪ Restrooms and a shower   |
| ▪ Television & DVD/VCR             | ▪ Full kitchen (oven, microwave, refrigerator, sink, pots/pans/dishes/cups). |
| ▪ Digital projector & video screen | ▪ Phone  |
| ▪ Wireless Internet access         |  |

Facility Uses: Classroom for field courses; departmental retreats, social gatherings (restricted to UF community).

Fee: It is suggested that UF instructors cover OSBS use fees through establishing a lab fee.

- \$40.00/day; \$125/week

Note: The Station does not have custodial staff or convenient waste disposal capabilities. A \$50.00 clean-up fee will be charged if the following requirements are not observed:

- All trash generated from visit is removed from Station.
- Bathroom(s) & kitchen are cleaned after use.
- Food is removed from refrigerators.
- Carpets are vacuumed.
- Faculty will be responsible for clean-up fee for classes.

### **OFFICE SPACE @ DUKE CAMPBELL BUILDING (BUTLER BUILDING)**

Description: Based on availability, the Station may be able to provide work space to researchers. It would include a desk, phone, and internet access. Users will need to provide their own computer. This office space may be used by more than one person at any given time.

Fee: \$15.00/day; \$75/week; \$225/month

### **VEHICLES**

Description: Field trucks for transportation supporting research and teaching activities.

Fee: \$30.00/day/truck

Exceptions: Volunteers

Restrictions:

- Vehicles cannot leave the Station.
- Users must follow UF policies regarding operation of state vehicles.
- Repair of vehicles damaged will be the responsibility of the borrower (researcher) or course faculty.
- Trash is removed from vehicles after use.

Note: It is recommended that courses look into using their department's or unit's vehicle fleet first before utilizing the Station's vehicles.

### **CAMPING & TRAVEL TRAILER USE**

Description: The Station has two rustic campsites (no power) as well as limited number of travel trailers\*. A travel trailer can accommodate approximately 4 people. Travel trailers are not available for class use.

\* Travel trailers have electricity, refrigerator, WI-FI, and microwave. Water and septic are not hooked up, but bathroom and shower facilities in the barn are available for use.

Fee:

- Tent camping
  - Researchers - \$5/night/person. The project PI is responsible for collecting and submitting the individual fees from accompanying group members.
  - UF Courses - No charge\*. A UF faculty member or TA must accompany classes wishing to camp. UF& Station policies must be observed.
- Travel trailers (subject to availability)
  - \$35.00 for 1<sup>st</sup> night, \$20/night thereafter

Note: The Station does not have custodial staff or convenient waste disposal capabilities. A \$50.00 clean-up fee will be charged if the following are not observed:

- All trash generated from visit is removed from Station.
- Bathroom(s) are cleaned from use.
- Food is removed from refrigerators.
- \*Faculty will be responsible for clean-up fee for classes.

**PRESCRIBED FIRE SERVICES**

Description: Planning and conducting Rx fire in support of research projects and UF courses.

Fee:

- Burn crew and supporting equipment: \$1,500/day. Fee may be reduced if qualified fire personnel are provided by researcher to supplement staff.
- UF courses: No charge\*  
\*Instructors should understand that there is no guarantee a burn will be conducted on a planned date. This will depend on obtaining a burn authorization from DOF, weather, availability of PPE for students, and the schedule of staff and qualified fire personnel on planned dates.

**HEAVY EQUIPMENT SERVICES**

Description: Heavy equipment (tractors, loader/backhoe) and operator.

Fee:

- \$25/hour

**HANDHELD RADIOS W/ REPEATER ACCESS**

Fee:

- \$15/two radios/day

**RADIO TELEMETRY EQUIPMENT**

Description: Telonics TR-2's receivers and scanner. The cost of reprogramming a receiver to a desired frequency is the responsibility of the researcher.

Fee:

- Researchers: \$50.00/receiver; \$20.00/headset, \$20.00/antenna - for duration of 6 months.
- UF courses: None

Restrictions:

- May be used off-site at other locations as long as the Station is a study site in the project.
- The repair or replacement cost of equipment damaged, broken beyond repair, or lost will be the responsibility of the borrower.

**TRIMBLE PRO-XR GPS RECEIVER**

Description: Real-time DGPS, capable of < 1.0 m accuracy.

Fee:

- Researchers: \$40.00/day
- UF courses: None

Restrictions:

- Equipment cannot leave the Station.
- The repair or replacement cost of equipment damaged, broken beyond repair, or lost will be the responsibility of the borrower.

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For any questions regarding this fee schedule, please contact the Program Coordinator.