

**Class Use Reservation Form
Freeman Ranch Facilities
Fax to: 353-5940**

Date _____ Requesting Dept/Office _____ Phone # _____
 User Name _____ Phone # _____ Email _____
 Requested Date(s) of Use _____, _____, _____, _____ Times of Use _____ (A/P) to _____ (A/P)
 Course ID: _____ Number of labs: _____ Number of students/lab: _____

- 1) Lab/Activity objective: (Include potential positive/negative impact of lab/activity on ranch)
- 2) Animal Needs:
 - A) IACUC approval #:
 - B) Total number of animals needed:
 - C) Domestic animals: Please provide details including breed, sex, age, weight of animals requested.

Breed Sex Age Weight # Requested Other: (e.g. body condition)

- D) Wildlife - species
- 3) Facility/Pasture/Plant Needs:
- 4) Vehicle/Equipment Needs:
- 5) Personnel Needs:
- 6) Additional Resources: (e.g. second labs)
- 7) Miscellaneous Needs:

Please provide accounting information for expenses incurred.

Account # _____ Account Name _____
 Contact Person (if other than requestor) _____
 Contact Phone # _____ Contact E-Mail _____

For Ranch Use Only	
Itemized Exp	Amount
1) Animals	
2) Facility	
3) Vehicle/Equip	
4) Personnel	
5) Miscellaneous	
Total Chgs (IDT)	

Requests should be made one week in advance of date facility/animal/personnel will be needed. Send request by email to your department/program Chairman. Upon approval, Chairs will email request to the Freeman Ranch Manager.

If you have students with physical disabilities in the labs, please contact the Ranch Manager ASAP so that accommodations can be made in advance of the lab.