# Request for Use of Glacier Creek Preserve

(Form Date – 23 October 2026)

To schedule use of Glacier Creek Preserve or on-site use of preserve equipment, please complete the information below and e-mail it to Preserve Staff at unoglaciercreek@unomaha.edu. The e-mail distribution and information requested serves several purposes: (1) it ensures centralized coordination of all activities at the Preserve, (2) it provides a record of Preserve and Preserve Staff use, and (3) it ensures we can provide what you need. Preserve staff will confirm your request as expeditiously as possible. Since the Preserve is not staffed to provide more than basic cleanup, we have developed clean-up requirements for those using the Barn (see *Barn Cleanup Checklist*). Note, that dogs and other pets are not permitted at the Preserves, but service animals are permitted (https://www.unomaha.edu/student-life/accessibility/docs/service-animal-policy-20200218.pdf). For more information about Barn resources visit https://www.unomaha.edu/college-of-arts-and-sciences/nature-preserves/preserves/barn.php.

1. **Date request submitted** (Today's date):

2. **Date of activity** (Date of the class, activity, event, etc.):

3. **Organization and Purpose of Use** (Name of organization and activity):

4. **Contact Person and Contact Information** (Name and contact information of the individual we can call in the event of last minute changes, arrangements, etc. Contact information should include a home or cell phone number should we need to contact the individual outside of working hours):

5. **Estimated arrival time** (If you are scheduled to use The Barn, doors will be opened at the time indicated here):

6. **Estimated departure time** (Approximate time you plan to depart):

7. **Estimated number of individuals** (For classes, include both students and teachers):

8. **Mode of transportation to site** (e.g. bus or individual vehicles):

9. **Use of Facilities and Equipment** (Check which of the following you would like to use at *The Barn*):

   ____ *The Loft* (top floor of Barn, generally reserved for conferences, meetings, or lecture classes, and includes use of a computer, overhead projector and projector screen)
   ____ *The Field Lab* (The wet lab in the Barn with direct access to the outside via a patio)
   ____ *Equipment* (Dissecting microscopes and some field equipment may be available at the preserve. Requests must be made well in advance of your activity for us to determine what we can provide)

10. **Use of Preserve** (Check below if you plan to use the preserve)**:**

    ____ Use of the 525 acres of preserve habitats (e.g. prairie, creek, woodland, cropland, etc.). For groups using the preserve but not the Barn, outside access to restrooms will be available.

11. **Personnel Assistance**: Since we have limited staff, plan your activity to be self-sufficient with respect to personnel needs (e.g. meeting required student/teacher ratios for K-12 classes, etc.). However, if you anticipate needing assistance, indicate below generally what would be helpful and we'll make every effort to accommodate your needs. Details may need to be coordinated later.

    ____ Request for assistance in Pre-K through 12$^{th}$ grade teaching.
    ____ Requests for introductions, presentations, and preserve walks. If checked, indicate the following:
        Length of intro or presentation (longer presentations generally are PowerPoints):
        Time of day you want the presentation:
        Time of day you want to be accompanied on the walk:

    **Details of either personnel assistance needs or special use requests:**