

Archbold Biological Station

Visitor Application

Please complete and return to: Visitor Coordinator, Archbold Biological Station, P.O. Box 2057, Lake Placid, FL 33862, (Phone: 863-465-2571 ext. 251, Fax 863-699-1927), Email: facilitiescoordinator@archbold-station.org.

PRIOR to arrival, we recommend everyone check our website at www.archbold-station.org, for the latest updates and visitor information.

Section A - Application Type (Please check all that apply)

Research Work - Principle Investigator (PI) Name _____

Graduate Student Name _____

List all additional visitors _____

Please check area of research interest:

- Ornithology Vertebrate Invertebrate Plant Ecology
 Agro-Ecology G.I.S. Other, please specify _____

Prior to arrival, provide a brief description of your planned research by attaching a summary of the following (*electronically*):

- Major objectives and general plan of study
- Present status of the research
- Reason for selection of the Station/Ranch for the proposed work
- Experience and citations of the recent publications

College/University Class Visit - School Name _____

Class Instructor (s) Name _____

All visiting class instructors are required to visit our website (listed above) prior to arrival, for updates and information on our Multi-User Classroom, and Multi-Purpose Lab facility.

Prior to arrival, please provide (*electronically*) a copy of your course description and class syllabus.

- Name/Title of Faculty Member in charge _____ Email: _____
- Class website, faculty site _____
- Course Name & Number _____
- Graduate Class Undergraduate Class Other _____ (circle one)

Meeting/Workshop Title (Agency/Group) _____

Organizers Name _____ Email: _____

Prior to arrival please provide (*electronically*):

- A brief description of your planned activities
- A copy of your meeting/workshop agenda/itinerary

Group Field Trip/Day Visit - Name of Group _____

Group Leader Name _____

- Non-profit Group For Profit Group
- Brief description of planned activities _____
 - Staff guide requests _____

General Visitor - Name _____

Please explain the purpose of your visit _____

Note: Every individual is required to sign the Archbold Biological Station Release of Liability form, and return to the Facilities Coordinator.

Section B - Personal Information

Name _____
 Mailing Address _____
 City/State/Zip _____
 Telephone _____ Fax _____ Cell (required) _____
 E-mail _____
Emergency Contact Name: _____
Emergency Contact Phone: Home _____ **Cell** _____

Billing Information:

Please bill me individually for the Meeting/Workshop listed above.

If different from above, for all except Groups

Name _____
 Title or position _____ Source of Support _____
 Address _____
 City/State/Zip _____
 Telephone _____ Fax _____ E-mail _____
 Payment Method Cash Check Purchase Order Credit Card (VISA/MC)
 Visa/MC, Discover # _____ Exp. Date _____

Section C - Visit Requests

An \$8.00 per person, per day, Station Facilities Use Fee is charged to all visitors.

Date(s) of Visit:

From _____ Arrival time _____
 To _____ Departure time _____

Total Number in Party _____ Males _____ Females _____

Section D - Accommodation Requests

Total lodging capacity, +/-60 at the Station. Preferred Cottage: (upon availability) _____

Selection	Lodging	Nightly Rate	Extended Stay Rate (no further discount apply)	Shared Rate (no further discount apply)
<input type="checkbox"/>	Dormitory Bed (Limited Availability)	\$25.00	Does not apply	Does not apply
<input type="checkbox"/>	One bedroom Cottage	\$50.00	\$700.00/month	Does not apply
<input type="checkbox"/>	Two bedroom Cottage	\$55.00	\$800.00/month	\$750.00/month
<input type="checkbox"/>	Three bedroom Cottage	\$65.00	\$900.00/month	\$850.00/month
<input type="checkbox"/>	Four bedroom Cottage	\$75.00	\$1000.00/month	\$900.00/month

Special Rates for group lodging: \$25.00 per person per night plus \$8 Station Fee per person per day, when made in advance and coordinated through a group leader.

Lodging Discount: A 25% discount applies for a stay of one week; a 40% discount applies for a stay of one month or more.

Section E - Meal Requests

Our dining room serves two meals a day, Monday - Friday. Individual daily menus are available in the Mailroom, located behind the Main Office. Groups are required to notify Visitor Coordinator, one week in advance, with number of meals required for their group.

Meals times and prices are as follows:

- Continental style Breakfast (6:30 a.m. - 8:00 a.m.) - \$4.00
- Lunch (noon sharp) - individual prices may vary by menu selection. A group lunch is \$7.00 per person. A bag lunch (available with advance notice) - \$7.00
- *Dinner (6:00 p.m. sharp) - \$10.00
Dinner option **only available to visiting groups who make arrangements in advance.*
- Social (with beer and wine), GROUPS only when arranged in advance , ask about pricing

Please indicate any dietary restrictions or preferences:

- None
- Vegetarian meals required - otherwise, regular (omnivore) selection will be served.
- Special Dietary requirements: *please specify* _____
- My first meal at the Station will be _____. My last meal will be _____.

Section F - Facilities and Equipment Requests

- Auditorium (seats approximately 75) \$120.00 per day
 (Auditorium can be set up for workshop/meetings with tables for approximately 20/30 with advance notice)
- Conference Room (seats approximately 10 - 15) \$60.00 per day
- Multi-User Classroom (seats 20 lab style) \$10.00 per person, per day.
- Multi-Purpose Lab (approximately 6 users) \$10.00 per person per day.
- Lab/Bench space (\$8.00 Station Fee, with appropriate discounts applies)
- Chemistry Lab (approximately 6 users) \$10.00 per person per day.
- DO YOU PLAN TO BRING CHEMICALS TO THE STATION? Yes No (Please circle)**
If yes, you will be provided with a Chemical Use form/agreement.
- GIS Lab (must have prior approval) \$60.00 per day
- Group tour fee for Profit Organizations is \$100.
- Morning and/or Afternoon Breaks – GROUPS only when arranged in advance - \$25 set up plus \$3/pp

Equipment Request: *please check all requested equipment*

- | | | |
|--|--|---|
| <input type="checkbox"/> Slide projector | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> 4X4 Vehicle (upon availability) |
| <input type="checkbox"/> Overhead | <input type="checkbox"/> Chalk board | <input type="checkbox"/> ATV (upon availability, requires training) |
| <input type="checkbox"/> VCR | <input type="checkbox"/> Screen | <input type="checkbox"/> Phone* |
| <input type="checkbox"/> Television | <input type="checkbox"/> Flip Chart or Stand | <input type="checkbox"/> Wireless Internet* |

**Telephone hook ups are available in certain cottages for long-term visitors only. Internet access is also available for long-term visitors, with your own appropriate computer equipment. Please specify if required, and we will be glad to let you know who to contact.*

Section G – Cancellation / Change Policy

After the application is submitted, processed, and approved you will receive a “Confirmation” via email with arrival instructions and lodging assignment(s). Should you need to cancel or change your reservation, the following policy will apply: *changes will be allowed up to the date of arrival, provided there is no conflict with other visitors. Cancellations will be accepted until 7 days prior to arrival with no charges incurred. Less than 7 days notice for cancellation will result in full charges for the booked stay.*

Signed _____ Date _____

Office Use Only		
Date Received _____	Date Reviewed _____	Approved by Staff Liaison/Contact _____
Office Use only (charge to _____ cost center)		
Notes/Comments _____	Approved by Executive Director _____	