

## 2017 RESEARCH AND RENTAL AGREEMENT

Please fill in your information below:

Name: \_\_\_\_\_

Status: \_\_\_\_\_  
E.g Faculty, Post-Doc, Grad Student, Undergrad Student

University and Campus: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

If applicable,

Vehicle Make, Model and License Plate #: \_\_\_\_\_

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Please read the below carefully and sign at the bottom.

### Research, BGCB Lab and Classroom

You confirm that you have taken the appropriate safety, first-aid and lab training typical of life sciences laboratories and field work at Canadian universities. You confirm that you have read the Policy Governing Field Work before beginning your research at KSR. The policy can be found online at <http://ksr.utoronto.ca/research/doing-research-at-ksr/policy-governing-field-work/>.

You are responsible for,

- All research equipment and supplies, and personal belongings you bring to the reserve; the University of Toronto and Jokers Hill Estates are not liable for any lost or damaged items
- Providing all supplies required for your research activities, and transportation to and from your field site; vehicular transportation must be approved by the Station Manager
- Notifying another person in the lab or the Station Manager, before going into the field and when you return
- Notifying the Station Manager that you will be in the field during non-daylight hours
- Keeping your lab and work space(s), and the kitchen area, including appliances, in a clean and tidy state; and keeping your belongings off the floor (lockers are available in the back of the building)
- Reporting any health and safety concerns to the KSR Station Manager

KSR can provide various manual and electric tools for research use; inquire to the Station or Facilities Manager.

### Vehicles

Personal vehicles are allowed on the reserve and are subject to restrictions. You must notify the Station Manager if you plan to bring a personal vehicle to the reserve.

There is a vehicle available for use at the reserve and is billed at a per km rate. You must have a valid 'G' class license, and must submit a copy, or original to be copied, to the Station Manager prior to use. You must be a student, staff or faculty member of the University of Toronto.

## KOFFLER SCIENTIFIC RESERVE AT JOKERS HILL

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Driving off-road on the reserve for research purposes only should be considered a last resort option as it can damage research and impact the conservation of the property's valuable ecosystem.

### Housing

You are responsible for,

- All personal belongings; the University of Toronto and Jokers Hill Estates are not liable for any lost or damaged items
- Providing your own linens, toiletries, and food, beverage and other pantry items during your stay; all kitchens are stocked with basic cooking and dining supplies
- Keeping your residence in a clean and tidy condition and maintaining a healthy shared living space; including housekeeping duties and coordinating cleaning efforts with your housemates
- KSR will not provide cleaning services and it is the sole responsibility of overnight visitor(s) to keep the residence in clean state; KSR will provide basic cleaning supplies
- Reporting any maintenance required, and health and safety concerns to the Station Manager
- KSR will not charge for the use of the field vehicle when being used for grocery runs
- Removing all personal items, toiletries, linens and food upon departure

Overnight visitors will be held responsible for any damage to the house or contents due to uncleanliness or defacement. An additional fee may be applied for repair or replacement and will be determined on a case by case basis.

KSR will not provide internet and phone lines in residential houses; if you require use of a phone to call long-distance for personal matters please contact the Station Manager so that charges can be billed accordingly. A phone is available in the Hospitality Barn; if you require privacy please contact the KSR Station Manager to be accommodated.

### Pet Policy

Pets are welcome under strict conditions. Pets must be leashed and under the control of their owner at all times. Pets are welcome to stay in the residential houses under certain conditions and with the full agreement of all house mates. By bringing a pet onto the reserve and in residential houses, owners take full responsibility for any damage to KSR property or to personal property of other researchers. Pets are not to be left alone inside residential houses and buildings. An additional fee may be applied for repair or replacement of KSR property, and will be determined on a case by case basis. In the event of complaints regarding a pet the owner will be notified and required to remove their pet from the property.

### Alcohol

You acknowledge and will abide by the rules that alcohol is restricted to residential properties and is prohibited in public areas of KSR. You also acknowledge and will abide by provincial legislations pertaining to alcohol consumption; for example the legal drinking age of 19.

### Swimming

The lower pond is open for swimming to KSR visitors and researchers. Please be advised that swimming is at your own risk, not the liability of the University of Toronto or Jokers Hill Estates. Swimming after alcohol consumption and night swimming is strictly prohibited.

### Personal Safety and Accident Protocols

All visitors to KSR, regardless of status, are responsible for their personal safety and are expected to conduct themselves in a safe and reasonable manner.

In the event of an accident resulting in injury to a person on KSR property, call 9-1-1 immediately if the injury warrants immediate medical attention. Regardless of the severity of the injury contact the Station Manager as soon as possible. All incidents require the completion of the 'Personal Injury Incident Report' and are to be submitted to the Station Manager in a timely manner.

## KOFFLER SCIENTIFIC RESERVE AT JOKERS HILL

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In the event of damage to personal property, including vehicles, while on KSR property notify the Station Manager and your insurer where applicable. You will also be required to complete a 'Property Damage Incident Report' and submit to the Station Manager in a timely manner.

### Fire Safety

Indoor fireplaces, within residential houses, are inoperable and cannot be used.

There is only one (1) fire pit available for use at KSR. It is located by the Hilltop house. You must notify the Station Manager, Stephan Schneider, before starting a fire.

A fire can be started only in the designated fire pit stated above and cannot be started if there are windy or other conditions that make it difficult to contain a fire, or if the Township of King has issued a ban.

You are responsible for,

- Keeping the fire under control and ensuring it is attended at all times
- Having a bucket of water readily available
- Making certain the fire is completely extinguished before you leave the site

For more information and policies regarding researching and staying at the Koffler Scientific Reserve refer to the **User Guide**

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*I have read the above and understand and agree to my responsibilities while conducting research and staying at the Koffler Scientific Reserve at Jokers Hill.*

*I confirm that I have completed Emergency Contact Form and submitted it to the Station Manager, or it is being submitted along with this form.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Submit completed forms to the Station Manager by email to [ksr.manager@utoronto.ca](mailto:ksr.manager@utoronto.ca) or in person.*