

Notice of on Campus Events Involving Animals

This notice does not apply to research animals. The Risk Management Department needs to receive the completed form via (1) email at ChapmanCa@uhcl.edu (2) fax 281-283-2156. The form will be reviewed and signed by Risk Management. Risk Management will then contact the University Police for their review and signature. After all signatures are received, the form will be returned to the person in charge of the event. The form will be forwarded to the University of Houston-Clear Lake's Institutional Animal Care and Use Committee (IACUC) for informational purposes.

Please submit this form at least two weeks in advance of events and for multiple repetitions of an event.

NOTE: Boxed areas will expand as information is entered on computer -- Be as specific as possible.

Name of Sponsoring Department or Group:

Date(s), Time(s) and Location(s) of Event:

Name of Person in Charge, Phone # and E-mail Address:

If applicable, please provide UHCL contact information of who is sponsoring the event.

UHCL Contact Name and Phone Number

Specifically identify animals -- species and number of each animal:

Describe any certification that person has for handling animals. Include the name of any animal organization(s) that may be bringing the animals; e.g., the Houston Zoo):

Provide person's past experience for handling animals:

Describe how these animals will be used during the event:

Describe specific measures for protecting people attending the event:

Describe measures taken for the welfare & care of the animal(s):

Requestor's Signature _____ Date: _____

Approved by Risk Management _____ Date: _____

Approved by University Police _____ Date: _____