

# **STATION POLICIES & INFORMATION** (updated 9/27/2017)

**ALL GROUPS STAYING ONSITE MUST ABIDE BY THE POLICIES BELOW. It is the Group Coordinator's responsibility to ensure their group is following policies.**

## **Registration**

You must register all overnight guests upon arrival. It is required that all overnight guests complete a registration card (1 per person). These registration cards can be found on a clipboard in your cabin. Once completed, registration cards should be dropped off in the Admin office or in the Program Administrator's mailbox (Laura Domine) outside the office in the Biome Center (building 75).

## **Departure**

Checkout is by 11:00 am unless other arrangements have been made with Laura Domine (domin047@umn.edu).

You and your guests are responsible for upkeep of your cabin during your stay. Prior to departure, you must:

- **Empty trash** : trash bins are located outside your cabin; recycling bins can be found across from cabin #1 and in the sanitation building next to the men's bathhouse (building 54). -

- **Sweep entire cabin**

- **Make sure all dishes are cleaned and put away**

- **Turn off lights**

- **Close windows**

Surcharges may be applied if your living quarters are left in an unsuitable condition.

## **Alcohol**

The consumption of alcoholic beverages is strictly prohibited in public places on the Itasca campus including all laboratories, the Assembly/dining hall, the campfire area, the Parmalee playing field, the parking lots, and ALL other public and outdoor areas. Violation of this policy will result in a verbal warning OR immediate expulsion of violators by the Director.

## **Campfires**

Campfires may be built ONLY on Fridays or Saturdays. The only campfire ring that should be used is the one located on the east side of the Recreation Field. All other fire rings must get prior approval before use.

## **Communication**

Personal cell phone service is not guaranteed to be reliable. However, we have added cell phone boosters on campus that allow most phones to connect with their service, especially near these boosters – located in the Assembly Hall (building 53), the Biome Center (building 75), and Lab 48.

Our wireless internet is available throughout campus and some people connect with their families via Skype or Google Hangout or FaceTime, etc. If you have a UMN x500, you can connect to Eduroam wifi network using your YourInternetID@umn.edu and internet password when prompted. If you do not have an x500, you can connect to our UofM-Guest network.

If you are in a cabin that has a phone, cabin phones should only be used for emergencies, calling a Station extension, or for calling the Twin Cities campus. Need to call out for another reason? Please contact Station staff.

### **Harassment**

The University is committed to creating a welcoming and respectful work and educational environment that is free from sexual harassment, and the University provides comprehensive support, education, and reporting mechanisms to all members of the University community. All members of the University community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, University employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

**Reporting Harassment:** Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment can report their concerns to the Office for Equal Opportunity and Affirmative Action (EOAA) or the relevant internal office for investigation, problem solving, dispute resolution and potential disciplinary action, up to and including termination against perpetrators. Victim survivor services are also available to provide additional support.

**Retaliation:** No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or participated in a sexual harassment investigation. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. This provision aligns with Board of Regents Policy: Code of Conduct.

### **Labs/Classrooms**

If you have not reserved a lab/classroom, you are not allowed to use these spaces. They are not public areas. If you have reserved a lab(s) with Lesley Knoll (LBKnoll@umn.edu), please be sure to use only the lab(s) you have reserved, and you MUST follow all posted lab policies.

### **Locks**

Doors can be locked. If you choose to lock your cabin door, don't forget to memorize your unlock code. The unlock code for your cabin is listed on your door. Safes are located in every cabin. Instructions for use of the safe can be found on top of the safe. If your safe malfunctions or you

forget your code, please notify an Itasca staff member.

### **Park Regulations**

All individuals at the Station are subject to State Park regulations. The Park Ranger and local law enforcement patrol the Station. Other than the Main Park Drive, the Park closes at 10 pm - this includes the beach, picnic grounds, and all trails. You MUST be off the lake after dark.

### **Pets**

Visitors are not allowed to have pets on Station premises.

### **Quiet Hours**

The Station is located in the State Park and therefore must follow State Park Rules. State Park quiet hours begin at 10 pm and end at 8 am.

### **Vehicles**

Parking and driving should be on designated roads and parking areas only. Please do not drive or park on the grass. All vehicles must have a Minnesota State Park sticker. Garages and repair services are not available at the Station. The speed limit around the Station is 10 MPH.

### **Watercraft**

Boats, pontoons, and motorboats are for courses or research purposes only – they may not be used for recreational use. Fishing and pontoon boats may be rented for recreation at Itasca Sports Rental, about ½ mile from the Station.

Anyone conducting research using Station boats is required to notify and receive permission from Associate Director Lesley Knoll in advance. She can be contacted during normal business hours at [LBKnoll@umn.edu](mailto:LBKnoll@umn.edu).

Canoes, kayaks, and paddleboards are available at the Station docks for recreational use. Paddles, oars, and life jackets are located in the boathouse. Minnesota State law requires that life jackets be worn for every person using canoes, kayaks, paddleboards, and all other watercraft. You MUST be off of the lake after dark.

