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Rocky Mountain Biological Laboratory 2017 Handbook

Director's Message

Welcome to Gothic and summer in the high Rockies! I hope you enjoy your summer spent in a beautiful and stimulating environment. Please feel free to approach me or any of the office staff with concerns, questions, or suggestions throughout the summer. We are here to help students and researchers.

The following pages provide information about day-to-day RMBL activities. Please read them carefully and then keep them handy for reference. Our emphasis is on respect and safety! Our rules and guidelines are simple and straightforward. RMBL is a small community, and it functions best when people make smart decisions in the backcountry and recognize that research groups can have very different schedules and needs.

Take advantage of this unique opportunity to live in Gothic!

Best Wishes for a Great Summer,

A handwritten signature in black ink that reads "Ian Billick". The signature is written in a cursive, slightly slanted style.

Ian Billick, Executive Director

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Life in Gothic

Fundamental Behavior Code

Everyone who is admitted to the various programs of RMBL is expected to show respect for others, even if they hold widely divergent opinions from yours. We try to provide a friendly and nondiscriminatory forum for the free and rich exchange of ideas. Receptivity to your fellow RMBL residents and consideration for them in every way possible helps assure a peaceful, productive, and non-threatening environment.

Quiet Hours

Many researchers and students must work early in the morning or late at night. We ask that you respect the needs of your neighbors by allowing them a full night's rest. While there are no set quiet hours, we ask that people honor the general guidelines of keeping quiet after 10 pm during the week and 12 midnight on Friday and Saturday. In general, you should honor any reasonable request you receive to keep quiet.

Individuals who create repeated problems with noise will be asked to leave RMBL. If there are problems in cabins, you should first try to resolve issues among yourselves. If that does not lead to an adequate resolution, please set up a time to talk with the Director of Finance and Operations.

Administration Offices

The Administration Offices in Willey Lab are staffed from 8 am -12 pm and 1 - 5 pm, Monday through Friday. Staff Accountant billy barr is available for walk-ins during those hours without appointment.

Vehicles and Parking

We recognize that research groups need vehicles to access sites and that people living offsite need a way to travel to and from Gothic. We charge people for parking a car at Gothic because there is a real cost to having cars here. Particularly meadows and green areas which have been converted into parking areas. Charging a fee encourages people to decide how important parking in Gothic is to them. Items which are free, or shared by the commons, tend to be undervalued and we want our meadows to be valued. We want people to be thoughtful about whether having a car onsite is a priority.

Everybody driving a car to Gothic for research, education, or work needs a parking permit. As a condition of working through RMBL we do not allow over-night parking on the county road or at Judd Falls parking lot in order to avoid paying a parking fee. We have arranged free parking in Mt. Crested Butte at the Snodgrass trailhead. Parking on non-RMBL private property close to Gothic is by permission of the landowner.

Parking permits cost **\$6.00/day** per vehicle for Principal Investigators and Visiting Scientists, with a maximum charge of **\$360** for the summer.

Parking permits for Undergraduate Students, Research Assistants, and Overnight Guests are mandatory and cost **\$10.00/day** per vehicle, with a maximum charge of **\$600** for the summer. Staff parking fees will be set by RMBL Administration.

All RMBL Users parking in Gothic will need to park in a designated parking zone and display a parking sticker or temporary parking permit on their vehicles. Parking on the County Road in Gothic, at the RMBL Visitor's Parking Lot south of the Copper Creek bridge, or Forest Service Land within 1 mile of RMBL is a violation of RMBL parking policy. Individuals caught parking on Gothic Road within the 1 mile limit will be warned one time and then fined \$50.00 per violation. Parking on Gothic Road is for the general public only.

No parking will be allowed in the traffic circle (this includes staff/facilities parking, unloading/loading, general contractors, or parking while using the restrooms). You may pull into the loading zone in front of the GRC or park in the loading zone across from the Johnson Lab. Parking in the traffic circle creates a dangerous situation with buses trying to turn around. Vehicles parking in the traffic circle may be towed or owners fined without notice.

Parking fees are in effect between June 1 and August 24. Parking is free outside these dates but vehicles must still be parked in assigned locations only. There are separate parking rates for Principal Investigator (PI) Research Vehicles and for Student/RA/Guest Vehicles. PIs can purchase parking permits at the 'Research Vehicle' rate for vehicles that are used by the research team, regardless of who owns the vehicle. This is allowable on the condition that the vehicles are primarily used for research. Parking permits may be transferred between individuals; for example, between members of a carpool group or from a PI to members of his or her research team. Scientists owning vehicles through RMBL are required to pay parking fees in Gothic.

Parking assignments will be made by the RMBL Administration office. Please contact office@rmbll.org to make reservations. Parking assignments will be made on a first-come, first-served basis. Commuters and residents not expecting to park in Gothic on a daily basis may communicate with the Operations Coordinator how to track and report their days. Limited parking at cabins is only available with special permission from the Director of Finance and Operations or the Executive Director. Free Parking is available in Mt. Crested Butte, at the Snodgrass Trailhead.

Scheduling Your Dates

The arrival and departure dates you provide on your application are used to assign housing. Housing is generally very tight and finely scheduled. It is important that you arrive and depart on the dates you submitted. If you arrive a day early, we may not have space for you or your cabin may not be open yet. Your departure date is important since someone is likely going into your space the day you leave. Please contact Operations Coordinator, Samantha Siegfried, at office@rmbll.org if your dates change.

A Note on Early Arrival / Late Departure

Some research teams need to arrive in Gothic early in the summer, before all systems are up and running smoothly. Others need to stay late into the fall, long after the summer water is turned off and most staff have left. Those who arrive early or depart late will find irregular mail delivery, infrequent trash service, no water and other less-than-ideal situations. The extreme seasonality of our operations due to climate necessitates these difficulties. We try to minimize them as much as possible, but you need to recognize that life in Gothic in April, May, September, or October is very different than in the summer.

Arriving / Checking In

All RMBL Users (on-site and off-site) must check in at the Administrative and Accounting Offices when arriving in Gothic. Office Hours are Monday-Friday, 8 am -12 pm and 1 pm - 5 pm May 23-

September 25, excluding holidays (July 4th, Labor Day). Please check in with the Administration Office to fill out necessary paperwork and register your vehicle (if you have one) and then check in with Billy Barr in the Accounting Office to go over billing details. If you arrive outside of normal office hours, please proceed directly to your assigned cabin and check in at the office at your next earliest convenience.

RMBL may post individual room assignments on interior doors of select cabins to help residents know of their exact room assignment in a cabin. We will do this in cabins, such as Rogers Boggs, Maroon, Gates, Hull, Ouray, and Calder when we have a sensitive turnover of space assignments within a limited timeframe or when we need to use a predetermined space for a resident. Please leave all room assignments on doors as they have been placed by the RMBL Administration office. When not assigned by RMBL the resident may choose their space in a cabin first come first serve upon arrival. A cabin space may not be reserved by a third party.

Please arrive after 2pm on the day of your arrival and depart before 11 am on your day of departure. We often have people arriving the same day as someone else is leaving so adhering to these check-in and check-out times is extremely important to have the cabin available for the next person.

Items to Look for When You Check In

Please look for the following items, when you check in to your cabin upon arrival. Each item should be labeled with the name of your cabin. If these items are missing when you check in, please let us know by putting in a work crew request in the Mail Room of the Administration Office and we will try to replace them for you. At the end of your stay, upon check out, we will ask about the existence of these items. Thank you for your assistance.

- Fire Extinguisher
- Operating Smoke Detector
- Water Jug
- Spray Bottle with cleaning solution
- Broom, Dust Pen
- Space Heater, if your cabin is heated with an electric space heater

Cleaning Supplies

Additional cleaning supplies are located in the Cleaning Shed on the west side of the Johnson Laboratory. You may use expendables and borrow other supplies from the Cleaning Shed at any time, such as snap traps for catching mice, batteries, and light bulbs. Toilet Paper is available in the laundry room of the Shower House. Please do not remove toilet paper rolls from outhouses.

Expendables You Need to Bring

Please bring or purchase your own laundry detergent, soap and shampoo. If you reside in a cooking cabin, please bring or purchase all disposable items needed for cooking, such as matches, kitchen & paper towels, and dish soap.

Departing

Everyone must check out at the RMBL Administration office before departing from Gothic. Please pick up a **Cabin Check-Out Form** from the Mail Room in the Administration Office at least two days before your departure. Depending on your housing situation, you will either need to schedule a cabin inspection or submit a Cabin Check-Out Form signed by your roommates. When you check out, your cabin must be in as good or better condition than when you arrived.

Please depart **before 11 am** on your day of departure. We often have people arriving the same day as someone else is leaving so adhering to the check-in and check-out times is extremely important to have the cabin available for the next person.

Check Out Steps

1. Make an Appointment to Pay Your Bill

At least two days before your departure notify Billy Barr so he has time to prepare your bill. Schedule an appointment to pay your bill before you depart. Charges may include: housing and station fees, meal fees, store charges, guests, cleaning charges, or any other fees. Check or cash is strongly preferred. Only for store charges in the store you may pay off your summer bill using a credit card.

2. Schedule a Cabin Inspection / Submit a Signed Check-Out Form

If you are living in RMBL housing, you must clean your cabin before you leave. To ensure that you have cleaned before departing, you can either have a member of the Administrative Staff inspect your cabin, or you can have your roommates confirm that you have completed agreed upon cleaning tasks by signing your Check-Out Form in lieu of a staff inspection. Regardless, if you have roommates residing in your cabin, you must communicate with them about what common areas and tasks you are responsible for and which areas and tasks they will complete. If you are uncomfortable discussing this with your roommates or have difficulty resolving these matters, please talk to Director of Finance & Operations, Gesa Michel. If your cabin is clean and undamaged, an inspector will sign your form.

3. Check out of cabin before 11 am

Leave your cabin in a clean condition check out of your cabin before 11 am.

Please note: Damage or Cleaning fees will be assessed for cabins not cleaned to RMBL standards. If your cabin requires cleaning after you depart, you will be assessed a minimum fee of \$40 per hour so the cabin can be professionally cleaned.

Questions

Any questions about check out should be directed to the RMBL Administrative office (office@rmbll.org).

Housing

There is a wide variety of both cooking and non-cooking cabins. You can view cabin descriptions and fees at www.rmbll.org/housing. Other fees can be viewed under www.rmbll.org/fees. During the shoulder seasons, only some of our cabins are available, due to constraints of our heating (before June 1 and after August 24) and water systems (after September 6).

This impacts the rate you are charged. If you request a lower priced cabin, and we have to bump you up into a higher level cabin due to availability, you will be charged the level you requested in your application. If we don't have the lower rate cabin available due to seasonal constraints, and we have to bump you up to a higher rate cabin, we will charge you the lowest rate that is available at that point in the season. Be sure to know what rate level of cabin you request as you will typically be charged at the rate level you requested. If we can't place you in exactly the cabin you requested, we try to place you in a cabin of similar price level if possible and then you will be charged at the rate level that you requested.

Seasonal Aspect of Field Station

During the shoulder seasons, only some of our cabins are available, due to constraints of our heating and wood stove regulations. Some of the cabins will not be available in the early and late summer season due to lack of heat, which will result in RMBL having to move users into different cabins during this time. The following cabins will not be available until further notice outside of the window of June 1 - August 24 without dispensation from the Director of Finance and Operations: Beanpod, East River, Paradise, Pelton, Porcupine, Schofield, Swallow's Nest, Sylvanite, and Virginia.

Water cannot be turned on to the townsite until overnight temperatures reach above freezing. Because of this, early arrivals will need to move into our winter cabins Maroon, Forest Queen, or Avery upon arrival until summer cabins are ready. In the late summer, our non-winterized water lines will be turned off in the town site. On that date, cabins that are connected to non-winterized water system will have their water turned off. The following cabins will most likely have water availability: Calder, Gates, Maroon, Richards, and Rogers Boggs.

Housing Assignments

How do we decide who lives in Gothic? Each year we set aside 40 housing spots for people participating in our education program. This includes students doing undergraduate research as well as teachers and scientists who have received funding to train with senior scientists. Housing of research teams flows from the lead scientist. The lead scientist submits a research application. Once that is approved, we house the research team onsite, if requested. We also have visiting scientists, alumni, and general visitors that we accommodate as we can.

How do we handle mid-summer housing requests? RMBL operates under a permit issued by Gunnison County. That permit grants us the right to house 180 people onsite at one time. We can't house more, even if we have an open bed somewhere. If you have a visitor who wants to stay on-site, please submit an Alumni/Guest Registration Form in advance. If we have an open bed that is appropriate for the visitor, and we are not over our limit, we will do our best to provide housing. Keep in mind that they or you will be charged for their stay. Please use your discretion if you get involved in a situation where an unannounced person arrives late and needs to stay. Let us know the first thing in the morning. If we discover unregistered visitors, you can be fined and/or asked to leave. Go to www.rmbll.org/guests for more information and to fill out the alumni/guest application form.

How do we decide who lives where? We take all housing requests received by April 1 and start filling in spots. When we have conflicting requests for cabins, we prioritize long-term residents (see section below), scientists with approved research plans, families, research teams associated with priority research projects (e.g., projects with NSF funding which is administered through RMBL or projects prioritized by RMBL's Research Committee), and individuals with clearly defined special needs. In 2016 we have updated the Prioritizing Housing Criteria where we identify how we prioritize housing. This document is also included in the cabin binders. Requests that come in after April 1 are handled on a first-come, first-serve basis. If you really care about where you will live in a future summer, do not miss the housing deadline on April 1!

Can you have a long-term housing assignment? We make housing assignments easier for everybody by allowing long-term scientists and residents, under appropriate circumstances, to stay in the same cabin every year. One way this happens is de facto; if a scientist has an approved research plan, has been consistently using a cabin every year, and will be out for at least 8 weeks, chances are they will get that cabin again. Because space is limited, we are

careful to avoid using large cabins capable of housing a family for a single person. But as long as space is being used appropriately, we like to leave people in the same place. In the absence of a written agreement, however, there is no guarantee of a particular housing situation, regardless of how long someone has been in a cabin. Housing assignments are ultimately a judgment call by staff and require consideration of a wide range of factors (see section above).

RMBL will formally commit to a right of first refusal arrangement in writing. Such an agreement will provide a guarantee that if a particular cabin is requested to be used by our deadline, usually April 1, RMBL will provide the cabin to that scientist, assuming all of the conditions in the agreement are met. This agreement does not allow people right of first refusal for housing requests made after April 1. While the conditions depend upon the unique situation, they typically involve terms such as use for a minimum amount of time and having an approved research plan on file.

RMBL has granted some exclusive use agreements in the past. These have always been associated with a donation of some type. It is increasingly unlikely that such agreements will be granted in the future. RMBL hopes to increase our operations in the fall, as part of holding down fees. Given our desire to limit the number of buildings, we wish to avoid having too many cabins that cannot be used in the shoulder season because of an exclusive use agreement.

Contact Ian Billick, the Executive Director (director@rmbf.org) for more information about long-term housing agreements.

Upgrading Housing Facilities

We are upgrading housing as fast as we can, though we still have a ways to go. We upgraded Whiterock in 2014, Schofield and Forest Queen in 2015, and Sylvanite in 2016. We also have plans to build an ADA-approved cabin. As we build new cabins we will be removing older cabins. Cabins which we tentatively plan to remove in the next several years include Lead King, Porcupine, and Crystal. Other cabins being considered for removal include Bellview, North Pole, Snowmass, Enders and Enders Annex, Paradise, and Virginia though final decisions have not yet been made. If you would like to contribute towards our efforts to upgrading cabins, please contact Ian Billick, the Executive Director (director@rmbf.org). Helping upgrade a RMBL cabin is a wonderful legacy. Even small donations matter!

Cleanliness and Inventory

RMBL is a rustic, high-altitude field station. Although living onsite may be the most convenient, there are certain trade-offs associated with that, including the lack of toilets in most of our buildings. We are making efforts to standardize the level of cleanliness in cabins when residents arrive two weeks after the road opens or later. We will open each cabin and clean surfaces in preparation for arrival. If you have concerns about the state of cleanliness of your cabin when you arrive, please get in touch with Gesa Michel, RMBL's Director of Finance and Operations (admin@rmbf.org) or Samantha Siegfried, RMBL's Operations Coordinator (office@rmbf.org).

Participants are responsible for cleaning their own cabin during their stay (no maid service). Cleaning supplies, such as multi-purpose cleaner, paper towels, and a mop are available in the cleaning shed just outside of the Johnson Lab across from the Administrative Building. The cleaning shed also has supplies, such as batteries, snap traps to catch mice, and lightbulbs. You can find toilet paper in the laundry room inside the Shower House. If you cannot find what you are looking for, please contact Samantha in the Administration Office (office@rmbf.org). When you move out, we ask that you clean your cabin prior to inspection and leave it in as good (or

better) condition as you found it. If cabins are left in an unacceptable condition, we will charge you \$40 per hour for a professional cleaner.

Please do not move furniture, beds, or other items between cabins without permission from Gesa Michel. You may be held responsible for items missing during your cabin inspection.

Linens

Sets of linens may be rented from the Administration Office at a rate of \$50.00 per set. This rate is charged for each time the linens are distributed to an individual. For example: there will be a \$50.00 charge for the linens upon initial distribution. If an individual wishes to have RMBL wash the linens during their stay, there will be a \$50.00 charge for each time the linens are returned to the user after being laundered. A set of linens includes: a fitted sheet, top sheet, blanket(s), bath towel, pillow, and pillow case.

Housing Policy

By submitting an application to work and/or stay at RMBL, the applicant agrees to the following terms with regard to space assignments:

1. Except where RMBL has signed a legally binding use agreement or is constrained by law, RMBL reserves the right to make all final decisions concerning assignment of space locations, including but not limited to, housing, laboratory space, and research sites.
2. RMBL has an old infrastructure. Due to time constraints, maintenance of housing as required, safety issues pertaining thereto, availability, and accommodation issues as they relate to logistics, and any other related issue, RMBL reserves the right to alter space assignments at any time and for any reason related to the above, except to the extent constrained by signed use agreements or by law. Individuals staying at RMBL may be required to move to a new housing location at RMBL, share housing with other individuals, or be denied housing.
3. RMBL will make reasonable efforts to keep individuals informed of space assignments and changes to those assignments as they occur. However, individuals need to be prepared for a change in housing assignments as the same become known to RMBL.
4. Guidelines for decision-making concerning space assignments and acceptance of research plans are identified in RMBL's Bylaws and Board-adopted Master Plans. RMBL reserves the right to interpret those documents.
5. Individuals staying at RMBL or working through RMBL are required to sign a liability waiver and release upon checking in at RMBL. Copies of the waiver and release can be obtained from the Director of Finance and Operations at admin@rmb.org.
6. The Seasonal Employee acknowledges and understands that RMBL does not permit pets in RMBL buildings or in vehicles parked on RMBL property. Vehicles with pets are permitted in the Visitor's Parking Lot only.
7. The RMBL campus is smoke-free, and there is no smoking allowed within the RMBL fence line. Smoking is allowed on the county road only.
8. RMBL makes no guarantees that any of the services it provides, including but not limited to, housing, water, electricity, and internet, will be available or will be fully functional.
9. RMBL reserves the right to interpret this Agreement. The fact that RMBL drafted this Agreement including the terms herein is immaterial. Accordingly, this Agreement shall not be strictly construed against the author.
10. You, the individual by submitting an application to work/stay at RMBL acknowledge that you have read and understand this agreement, agree to the terms herein, and sign it voluntarily.
11. RMBL reserves the right to interpret this Agreement. The fact that RMBL drafted this Agreement including the terms herein is immaterial. Accordingly, this Agreement shall not be strictly construed against the author.
12. You, the individual by submitting an application to work/stay at RMBL acknowledge that you have read and understand this agreement, agree to the terms herein, and sign it voluntarily.

Changing Dates

Each summer we house a lot of people. With turnover associated with short-term stays, the total number of people who will live in Gothic at some point during the summer well exceeds 200 people. It's a lot to keep track of! **You can help us by notifying Samantha Siegfried in the Administration office of any changes in your dates.** Please don't assume you can stay longer than scheduled. We may have someone coming into your cabin the day you are scheduled to leave. More details on date changes can be found under www.rmbll.org/fees.

- Between April 1st and May 1st, researchers or their assistants who change their length of stay for a total of more than 7 days (e.g. if you planned to be in Gothic for 65 days but change that to 57) will incur a one-time fee of \$50.00.
- Any date changes after May 1st that result in a total reduction in length of stay of more than 7 days during the period of June 1st and August 24th will result in a charge of 100% of the lost revenue associated with station fees, laboratory fees, and housing to RMBL (after the 7 days have been subtracted).
- Dates may be changed once at no charge. After one change has been made (either reduction or extension of stay), RMBL will charge a \$25.00 processing fee for each additional change of dates affecting the period between June 1st and August 24th. The processing fee does not apply to date changes affecting early season arrivals or late season departures.
- Fee waivers will only be granted in cases of personal illness (with doctor's documentation) or family emergencies such as death or illness in the family.
- Researchers who decide after May 1st that they wish to extend the length of their stay, should understand that housing and lab accommodations may not be available. There is no financial penalty for extending a stay. If a researcher decides to extend their stay, they will need to let the Admin office know as soon as possible. A researcher may not be able to stay in the same cabin if the stay is extended.

Guests

In the beginning or end of the summer there are Gothic cabins available for rent for Guests or RMBL Alumni. If you would like to stay in Gothic, we will try our best to find a space for you. Guests may stay in Gothic from June 9th through September 30th if space is available. RMBL charges a 25% surcharge on station fees and housing for anybody who is not a scientist (defined as someone who has an approved research application or is a visiting scientist), a research assistant, a student, staff member, or an immediate family member (partner, parent, or child) of a scientist, research assistant, student, or staff member. In 2016, station fees for guests, alumni, and visiting groups will be \$25.00 per person per day.

There is a maximum limit of 180 people living at the RMBL on a daily basis, which includes guests, so it is possible that permission for guests will be denied. To request housing for an overnight guest (whether in your cabin or in a separate cabin) the guest must fill out the online Alumni & Guest Registration Form at www.rmbll.org/guests before arriving in Gothic. If possible, please fill out the form at least two days in advance. After reviewing the registration form, the Operations Coordinator, Samantha Siegfried, will contact you and your guest within two weeks with a housing assignment. Guests of RMBL Users will be billed to that RMBL User unless other arrangements are made with Billy Barr, RMBL's Senior Staff Accountant, at check-in.

All guests must check in at the Administration Office in the Willey Lab Building during normal business hours (Monday through Friday, 8 am - 12 pm and 1 pm - 5 pm). If your guest will not be able to check in during business hours, please pick up copies of the necessary forms from the Administration Office before your guest arrives. These forms can be delivered to the Administration Office mailbox after your guest has filled them out.

Anyone who has an unregistered guest will pay a \$50 penalty, and the guest may be asked to leave. You are responsible for your guests' fees, as well as making certain they leave a clean living space. There will be a charge of \$40/hour for cabins that are not left in clean condition. If a surprise guest arrives, email or leave a note in the office ASAP for the Operations Coordinator. office@rmbll.org. The day use fee for guests camping or staying off-site who wish to shower, dispose of trash, or use computers at RMBL (but do not stay overnight) is \$12.00/day. For more information on fees, please view www.rmbll.org/fees and www.rmbll.org/housing

Camping

Camping Spots at Maxfield Meadow

Two designated camping spots are available for use at the Maxfield Meadow – a research meadow about 1 mile south of the field station. This is RMBL's private land and there are no facilities. Anybody who is assigned a camping spot will need check in with the Administration Office upon arrival to learn of camping guidelines and talk with the Science Director, before their stay so that they understand where current research sites are located. Each camping spot is assigned, labeled, and flagged, the ground may be bumpy and slopy. Setting up camp is allowed only in the assigned and flagged area; the RMBL Administration office will send a map of the area; We have set up a camping toilet to use. This camping toilet will be used by both residents in Maxfield Meadow and instructions will be passed on upon arrival. There is no trash service, so please dispose of trash daily as well as upon departure; Every user will need to check out in the Administration and Accounting Office a few days before departure. Upon departure of the campsite, leave it as you find it, remove all trash, and empty the camping toilet. Please contact the Operations Coordinator at office@rmbll.org or 970-349-7231 with any questions.

There is no charge, such as a housing fee, other than the daily station fees (see more info under station fees). One parking spot is available adjacent to the camping site. It is marked and flagged. This parking spot can be reserved first come first served. Any other residents will need to park in Gothic. Regular parking fees apply; If you are interested in this option, please indicate so in your application.

USFS Dispersed Camping in the Gothic Corridor

The US Forest Service (USFS) has made the final decision on camping and vehicular traffic. Dispersed camping in the "Gothic Corridor" will not be allowed from June 15 to August 15, annually. Camping in the Gothic campground will continue to be allowed.

They are also prohibiting motorized vehicle travel off designated routes in the area at any time. Motor vehicles may be parked along the designated routes for day use within one vehicle length from the edge of the road surface. This restriction will be in effect year round. There is a map in the mailroom and the Community Center, where you can look for other fee campgrounds where camping is allowed.

Storage

Those who wish to store research, lab, or personal items outside of lab spaces at RMBL which they have rented year-round will be charged the following **annual rates**:

Fee	Space
\$125.00	Murray, Johnson & Willey Lab sheds, attics, closets, common use spaces (3 boxes or fewer)
\$175.00	Johnson & Willey Lab sheds, attics, closets, common use spaces (4 boxes or more)
\$350.00	Murray, entire room

\$200.00	Murray, half a room
\$600.00	Richards Shed
\$250.00	Hydro Plant
\$125.00	GRC outdoor cages
\$125.00	Personal items stored in cabins not to be shared with other users unless you have a written exclusive use or first use agreement (3 boxes or fewer)
\$175.00	Personal items stored in cabins not to be shared with other users unless you have a written exclusive use or first use agreement (4 boxes or more)

Storage is not available in private labs rented on a daily basis. Research related items stored at RMBL must be registered with the Science Director. Personal items stored in cabins must be registered with the Director of Finance and Operations. Non-registered items will be thrown away and/or assessed a storage fee of \$50/year/per non-registered box added to the regular fee.

Personal Items

RMBL will charge \$40.00/person/hour with a \$40.00 minimum for dealing with personal items. This includes, but is not limited to, cleaning up personal items in cabins, moving personal items between cabins, shipping large or time-sensitive items, moving items between research labs, and cleaning up research materials in the field.

billy barr community center

Dining Hall Meals

Residents in non-cooking housing have priority for space in the billy barr community center, and meal costs are included in their housing rates. For those in cooking cabins, it is possible to purchase a variety of meal plans, as long as space allows. For those eating all of their meals on the meal plan, meals are \$31.00/day. Meal hours are: Breakfast 7:00am - 7:30am, Lunch 12:00pm - 12:30pm, Dinner 6:00pm - 6:30pm. Menus are posted weekly to aid in meal planning.

Individual meals cost:

- \$8.50 for breakfast
- \$11.75 for lunch
- \$13.75 for dinner
- Children under 4 are free and ages 4 -12 are half-price..

Everyone eating in the billy barr community center must have reserved meals in advance. Those on a meal plan are automatically reserved, but anyone who dines there only occasionally must sign up in the Dining Hall at least 24 hours ahead of time. If you are changing your overall meal plan, please sign up with the Dining Hall Manager at cook@rmbbl.org. We will have a menu online, and posted at the Willey Lab Kiosk and the billy barr community center so you can decide what meals to sign up for.

Occasionally you may not know ahead of time that you would like to eat a meal. In this case **you must** check with Dining Hall Manager to make sure there is enough food available, and then sign up before you eat.

There is a sign-up sheet for bag lunches (on the table to the right of the dining hall entrance), which must be requested the evening before. If you want second helpings of a meal, you must wait until everyone has been served. If you did not sign up as a vegetarian, please do not eat the vegetarian entree until 30 minutes past the meal start time. The cooks prepare vegetarian and meat dishes based on the number of vegetarians or meat eaters who signed up. Please

note that you are responsible for the costs of your guests who eat in the billy barr community center.

Use of Domestic Kitchen

Residents who would like to use the domestic kitchen in the Community Center will sign up through the Administration office to get a zone and code assigned. The cost is \$1.00/day with a \$25.00 minimum. If we assign a resident to use the domestic kitchen, due to other housing constraints, the use is free. A cleaning fee of \$40.00/hr may be charged, if the space is not left in a clean condition after check-out.

Billing Procedures

Students - payment is due upon arrival for tuition, room and board.

Researchers - pre-payment is appreciated whenever possible. Payment is otherwise due within 30 days of departure. Starting in 2017, scientists with bills larger than \$10,000 at the end of July may be billed. In the future, we may require payment upon arrival.

See Staff Accountant billy barr if you have any questions or problems.

All residents of Gothic must check out with billy barr before leaving for the summer. Charges accumulated during the summer will be put on your summer bill. Postage and shipping, sign-up meals, parking, and store charges are all recorded. Once our store charge exceeds \$100 you will be required to pay your store bill before being able to charge more. Pay your store bill and request a receipt before visiting billy to check out. The major expenses are agreed upon in your application to RMBL and resulting acceptance letter.

Payment of summer bills not received by Dec. 31 will be charged interest dating back to the invoice date at a rate of 18% per year. Payments not received by April 1st of the following year will invalidate any research application until payment is made or a payment plan is developed with the Executive Director.

Cashing Checks

RMBL is not allowed to cash checks, and cannot take third party checks. We recommend you contact one of the banks in Crested Butte (eg. Bank of the West, Crested Butte Bank, or Community Banks of Colorado) for banking transactions.

Purchase Orders

Any purchase requests RMBL funds must be cleared in advance through the Accounting office. Purchases not cleared in advance will not be covered by RMBL funds.

Shower House / Laundry

Solar showers, sinks, and laundry facilities are located at Gothic. We have three front loading washers (\$1.50/load), two clothes dryers (25 cents/7 min) in the Shower House, and an outdoor clothesline to the east of the Shower House. The washers and dryers are coin operated and require quarters. Change can be obtained from billy barr in the Accounting office or at the Store. Please plan ahead for your laundry needs. The best time for hot showers is between 10 a.m. and 3 p.m. There is an additional public shower upstairs in Johnson Lab.

Telephones

You can receive messages at (970) 349-7481, and they will be put in your mailbox. Long personal messages will greatly amuse the office staff, but you won't hear them! You cannot be reached directly by telephone but will have to call back. Contact the Administration office, if you

are interested. There is no cell phone reception in most of Gothic; however there is service in the nearby towns of Mt. Crested Butte and Crested Butte.

A phone line can be installed at your request in the laboratory buildings in your lab and in the following cabins: Barclay, Ehrlich, Galena, Gates, Mt. Emmons, Rogers Boggs, and Teocalli. We are not installing them in more cabins because of the challenges of running and maintaining physical lines, including cost as well as ground disturbance. RMBL charges \$60.00 per summer for the installation and maintenance of a phone line. An additional phone extension costs \$25.00. All charges are in addition to CenturyLink fees for service and installation.

Once you have been assigned your number you must transmit this information to the Accounting Office at 970-349-7481 or business@rmbll.org, along with the date that they will be turning on the service. The line will go as far as the Century Link demarcation box in Gothic and RMBL will wire it to the cabin.

Cell Phones generally will not find a signal in Gothic although they will usually work in the Crested Butte/Mt. Crested Butte area and along the Gothic Road typically 1-2 miles from Gothic towards Mt. Crested Butte.

Mail

This is how you can be reached while at RMBL:

1. Be sure your friends/family/companies put **your name** on the address. We won't know who the mail is for if it's only addressed to RMBL.
2. Do not subscribe to magazines or catalogs using RMBL's address. We will not forward them after the season is over.
3. Your mail will be forwarded for 3 weeks only.
4. The Crested Butte Post Office does not do street delivery. All mail coming through the United States Postal Service (including mail from other countries not sent by an independent parcel service) needs to have PO Box 519 on it. If you're not sure if it is coming USPS or another carrier, include both the street address and the PO Box.

Addresses:

US Postal Service Mail (including letters and packages):

Your Name

c/o RMBL

PO Box 519

Crested Butte, CO 81224

*Tip: If the sender goes to a Post Office to send it or if they put it in a blue mailbox, it is coming via US Postal Service.

Address in the summer from road opening (typically end of May) – 3rd week in September:

UPS and FedEx packages:

Your Name

c/o RMBL

8000 County Road 317

Crested Butte, CO 81224

Address in the winter from October - May 24:

UPS and FedEx packages:

Your Name

c/o RMBL

308 3rd Street

Crested Butte, CO 81224

Shoulder Seasons:

During the summer UPS and FedEx deliver to Gothic as a courtesy. During the shoulder seasons this service cannot always be guaranteed, so you may have to pick up your packages from the Crested Butte RMBL office. If you do not know where you can expect your delivery, please ask the Operations Coordinator in the Administration Office, office@rmbll.org. If you are missing a package, please contact the carrier directly. If you are expecting a large shipment or very important package, please coordinate with the Operations Coordinator so that RMBL staff can make sure the delivery gets to you in time.

Spring

- Do NOT send packages to the Crested Butte RMBL office before May 15th as we have very limited space to store items until the road opens.
- If you plan on sending larger shipments beginning May 15th, please coordinate with the Operations Coordinator: office@rmbll.org to make sure there room to store your items. Large shipments will have to wait until UPS and FedEx begin delivering to Gothic. If your delivery is not time sensitive, we encourage you to schedule shipments so that items arrive after June 10th (e.g. shipping bicycles).
- Packages delivered to the Crested Butte RMBL office are only available for pick up during business hours, M-F, 8:30-4:30pm.

Fall

- Once the administrative office moves back to Crested Butte (typically the 3rd week in September) UPS and FedEx will leave packages at the Crested Butte RMBL office. If you would like for the shipment to go to Gothic please let the Operations Coordinator know well in advance of the arrival so we can try to work with UPS and FexEx. However, if arrangements cannot be made for delivery at Gothic, you are responsible for picking it up from town to go to Gothic.
- Packages delivered to the Crested Butte RMBL office are only available for pick up during business hours, M-F, 8:30-4:30pm.

Garbage

Dispose of your garbage in one of the two dumpsters available at either the Johnson Lab or the Maintenance Shop. There is a third dumpster by the Community Center, but we try to reserve this dumpster for the Dining Hall only. Please keep the lid to the dumpster closed and secured. We have a healthy bear population, and do not want to encourage them to colonize. Plastic garbage bags for hauling your trash are available in the cleaning shed. Please ask for assistance if you are unsure how to secure the dumpsters correctly.

Private residences in the vicinity of Gothic that wish to use RMBL trash will be charged for such use. Access to this service will be a one-time fee of \$75.00 for the entire summer, regardless of how often the service is used.

Recycling

Recycling instructions are posted in the recycling shed. Please pay attention and place materials in designated locations or containers. We recycle corrugated cardboard, paperboard, no. 1-7 plastics, aluminum cans, tin/steel cans, brown glass, clear glass, green glass, office paper, newspaper, magazines, intact burnt-out energy-efficient lightbulbs, and batteries. Please clean bottles and cans and remove all caps and rings. Do not leave trash in the recycling shed. If you have questions see the Administration Office.

Ruby Lounge

Ruby Lounge, located across from Swallow's Nest, is intended to be a place to relax, study, watch movies, read, whatever. Loud parties that disturb other residents of Gothic are discouraged. Users of the lounge should plan to clean-up after each use. Accumulations of garbage and recycling materials may result in adoption of access restrictions. Cooperate with other users to keep the area clean.

Gothic Exchange

In the back of the town hall is a free exchange for items that may be one person's junk but someone else's treasure. This is a self-service flea market, please help us to keep it neat and do not leave trash.

Visitor Center and Store

The Gothic Store and Visitor Center is open between June 9 and September 30, 2017. The building is located next to the Town Hall and houses both a Visitor Center with interpretive materials and the Gothic Store. The Center is staffed daily from 10 am–5 pm and paid tours of the Gothic townsite will take place each day at 11 am and 2 pm. A brief 15 minute free talk will be offered at 1 pm. We look forward to seeing you and encourage the Gothic community to get involved in our visitors' experiences!

You may charge store items up to \$100 until August 17, 2017 to your summer bill as long as your stay in Gothic exceeds three weeks. These store charges must be paid at the store before you leave Gothic for the summer.

Trips to Town

A bus will run in conjunction with the Youth Camp to and from Gothic every day. The bus schedule is posted at the Visitor Center, the billy barr community center, the mail room in the Administration Office, or at <http://www.rmbll.org/bus>.

A courier will be driving the mail to town each weekday after lunch. Frequently this trip involves picking up the mail and supplies. If you have errands to do in town and need a ride, please check with the Administration Office.

There is a ride board in the Administration Office for trips to Gunnison and beyond; if you are planning to go and would share a ride or do errands for someone, please so indicate.

Computer Resources

Administration, education, and research have priority in use of the computers. We are not allowing video downloads, as our focus is to provide reliable internet browsing and email.

Computers are available for use by RMBL students, researchers, or staff in the Barclay Building in the computer lab. RMBL has a local area network of student, research lab, and administrative

computers all of which are connected to the Internet. RMBL computers may not be moved to another location.

Barclay Computer Lab

The Barclay Computer Lab has 13 networked computers – most with DVD or CD burners available for student and researcher use. RMBL has a file/print server as well as a special server running ESRI's GIS software. All networked buildings have lightning surge protection. In the library across from the computer lab, there is another workstation with printer available.

Printing & Copying

RMBL has two black and white networked laser printers in the Barclay Computer Lab and one in the library to print and to make free photocopies. If you have a very large job, or need copies made on a more sophisticated machine, please see one of the Administration staff. Only staff and faculty are allowed to use the office copier. Photocopies in the Computer Lab are free and photocopies in the Administration office are \$0.10 a copy. Color prints may be made in the Administration Office for \$0.50 a page, if/when the office staff has time.

Scanning Images

All Barclay Lab and library computers have scanning capability. To scan, place your document in the appropriate printers scanner bed. After placing the document, go to one of the computers in the lab and open the program 'MF Toolbox' and select Scan from the menu. The printer will send a copy of the document to the computer you are using. Detailed instructions are posted by the printers.

Sending a Fax

We have a FAX machine on the Accounting telephone number: (970) 349-7481. To send a fax contact billy in the Accounting Office. There is no charge for domestic faxes unless the number of faxes you send is deemed excessive by office staff. International faxes have a charge of \$0.50 per page and will be billed to your account. If the office is busy, staff may ask you to leave the fax to be sent at a later time. Receiving faxes is free. We can only receive faxes during business hours.

Software

The computers in the Barclay Computer Lab have Microsoft Office with Word and Excel along with Firefox, Internet Explorer, several statistical packages, such as "R", "R Studio" and "JMP" and a selection of other software including Arc View GIS software and "Distance".

Technical Support

If you are having trouble with one of the Barclay Computer Lab or library computers, save your work and reboot the computer. If this doesn't work send an email with complete details to helpdesk@rmb.org.

Barclay Computer Lab Guidelines

- Backup all your work! Use flash drives. Flashdrives are available at the Gothic Store.
- Classes and research take precedence over email and websurfing.
- No eating or drinking is allowed in the computer lab.
- Please leave the windows closed to keep the dust and weather away from the computer equipment. If you're the last one out of the computer lab at night or if it starts raining, close any windows that have been inadvertently opened.

- If you experience an occasional failure in the computer lab, make a note on the clipboard in Barclay classroom or email helpdesk@rmb.org Always remember that computers often "fix" themselves when they are rebooted.

Please scan all CDs, flash drives, and downloaded files for viruses. In the Barclay Computer Lab you may scan your files by right clicking on the file or CD and select the virus scan option from the list.

Email

Email and internet access is available in the Barclay Computer Lab and wireless service can also be picked up throughout most areas in the townsite. Many Gothic Residents also go to Cafes in Crested Butte like Rumors Coffee and Tea House, the T-Bar, or First Ascent to use free internet there. Usually, you can access your POP3 or IMAP email account by adjusting a few settings in their email program. For assistance email helpdesk@rmb.org.

Local Computer Repair and Training Options:

We don't have the time or the budget to fix your personal computer equipment. Local vendors provide computer repair, training and other services.

Gunnison County Computer Repair and/or Training		
Slopeside Technology, Brian Brown	918-760-2372	www.slopesidetechnology.com
Jacob Kaulike	970-497-6745	jacob.k.tm@gmail.com
Crested Butte Computers	303-859-4994	www.crestedbuttecomputers.com
GL Computer Services, Gunnison	970-641-4051	www.glcomputers.net
Paragon Computers, Gunnison	970-641-6438	www.paragonpc.net
The Computer Guy, Crested Butte	970-209-8434	thecomputerguycb@gmail.com

Wireless Network

Please connect your devices to 'RMBL-Net' wireless network (password: rmbscience). Many devices are still connecting to the 'RMBL' network. The 'RMBL-Net' network offers a higher level of security and will offer a higher level of performance over the RMBL network, which will soon be configured as a low priority guest network and will be limited to the Community Center and Visitor Center areas. Please let us know if you are having connectivity issues or difficulty switching to the new network at internet@rmb.org. Please include the type of device you are using as well as any error messages. The biggest issue in previous years have been not finding out about issues until weeks later. When we are told about a problem while it is occurring or at least soon after, we are much more likely to find the cause and fix it. Even if the problem goes away, there is probably something that needs to be addressed. We would be thrilled to get 50 emails about a problem versus not knowing about it. We continue to look for opportunities to improve network performance and will let you know about any potential interruptions in the weekly newsletter.

Some tips for reducing network congestion at RMBL:

1. Power down or shut off the Wi-Fi radio on smartphones when they are not in use.
2. Power down or shut off the Wi-Fi connection on laptops when not in use.
3. Only allow PC's, laptops and smartphones to download updates outside of peak hours (5pm - 10pm).
4. Do not stream videos or music from the internet. Because inappropriate video downloads have made it difficult at times to browse the web or check email, we do not plan on allowing such downloads in 2017.

Make sure you have current anti-virus software on your computer before you connect to the RMBL network.

Network

RMBL has a network between our buildings with cabling within the buildings. All labs and offices in Willey Lab, Johnson Lab, Murray Lab, Barclay Classroom, and the Library are wired. The Gothic Research Center has both wired and wireless access. For a hardwired connection in the Gothic Research Center please contact helpdesk@rmbll.org. Most housing can be connected via the wireless network.

Laptops and Network Access

If you intend to use the wireless network make sure you have either an internal or external wireless card in your laptop. The wireless network provides coverage to most cabins and labs at RMBL. Email internet@rmbll.org if you would like more information about utilizing the wireless network at RMBL.

Skype

Because we have limited bandwidth, please do not use video skype. Audio skype may be available at times. It may not always be available and we do not have staff resources to assist you in getting it to work.

Privacy: At this time RMBL does not save logs of user activity. We reserve the right to monitor or log user behavior when troubleshooting the network and when monitoring our broadband bandwidth; however that has not been necessary. (RMBL does not sell or trade or provide any user info except as required by law.)

Library

The Library is always open and is located in the Barclay Building. The library is open for students and other members of the RMBL community to use as a quiet reading room and computer use area. The Library contains papers of research conducted at Gothic since 1928 and a small collection of books and other references. All library materials must be used in the Library and must stay at the library.

There is a fiction library in Ruby Lounge. You may borrow books from the Ruby collection anytime.

Maintenance and Repairs

There is a work order repair request box in the mailroom of the Willey Lab Administration building. Requests will be picked up by the Physical Plant Crew several times each day Monday through Friday and acted upon as soon as possible. Make verbal requests only in an emergency, as they are easily forgotten otherwise. Routine maintenance service is not available after 5 pm or on weekends. Only emergencies will be responded to at these times. For emergencies, such as leaking gas or water, please email utility@rmbll.org.

Borrowing Tools

There is a tool shed and work area for the RMBL community that is located North of the Murray building. Scientists have donated tools and/or are sharing their tools. You are welcome to contribute quality tools to the tool shed! Please be respectful and use the sign out / sign in sheet when borrowing tools. If you break something, please replace it. All of the tools and equipment in the shed are not RMBL property and we make no claims to their reliability or safety. Use at your own risk. Scientists, students and the general community will not be allowed access to the

maintenance shop in the Gothic town-site. We have had ongoing safety, liability, and missing tools so the decision was made that only RMBL staff will have access to the building. Please contact Steve Jennison or Pepe Valian with any questions.

Cabin, Outhouse, and Lab Maintenance

Residents are responsible for keeping their cabins, lab space, and outhouses clean. Toilet paper for outhouses is available in the washer/dryer room in the Shower House behind the door. There are cleaning supplies in the cleaning shed by the Johnson Lab for you to use. Please do **not** put any refuse or any items into outhouse vaults. These clog pump hoses and increase disposal costs dramatically. Please do not lime the vaults. Too much lime turns the vault contents to cement and prevents disposal. Please keep seat lids down and outhouse doors closed so that small mammals won't fall in.

Please do not dump grease down the drains. Please do not connect your cabin to any water sources using hoses or pipes, without first contacting the Facilities Director or the Administration Office.

Hiking

The Store in the Visitor Center carries excellent hiking guides for the local area. The RMBL Travel&Safety Policy is online under www.rmbll.org/staffinfo. Please familiarize yourself with safety procedures and routes before you head out. There is also a Hiker's Sign-Out sheet posted in the dining hall; all hikers should record their outings prior to departure. This is a safety system that is only effective if used consistently, so please DO use this sheet.

Lightning

Thunderstorms can occur daily during the summer. If lightning approaches get off a ridge immediately. Do **not** stand under a tree or boulder. Squat on the slope a distance at least twice your height down from the top and don't place both hands and feet on the ground at the same time. If you do you could provide a path for the lightning that passes through your heart.

Emergencies

Call or text **911** and inform dispatch about location and type of emergency. Then inform the Administration office in Willey Lab during office hours or Ian Billick in Barclay Cabin after hours or alert the closest staff member: Director of Finance and Operations, Executive Director, or Facilities Director.

Emergency instructions can be found at www.rmbll.org/emergency and are posted on the Willey Lab Info Kiosk, the Mail Room, and the billy barr community center.

Raise alarm: a good strategy is to find the nearest car and honk its horn. There are fire extinguishers and smoke alarms in every building, and escape ladders on all second floors. In case of fire, exit the building immediately, and try to raise alarm.

Health and Safety

Call or text 911

Phones in Gothic: Please try your neighbor in nearby cabins first.

Other phones are located in the Willey Lab Administration Office, M-F during business hours, The Visitor Center, 10 AM-5 PM daily, and the billy barr community center Kitchen or board room.

Water That Won't Shut Off or Leaking Gas

Shut off water or gas, if possible, and email RMBL staff at: utility@rmbll.org. Expect an email response within 2 hours during business hours M-F; or by 9:00 am the following day on weekends.

Water That Won't Turn On or Empty Propane Tank

Email RMBL staff at: utility@rmbll.org. Expect an email response within 24 hours.

Safety

Thank you very much for adhering to the following RMBL safety instructions to keep Gothic a safe place to live:

- **Space Heaters** need to be arranged properly and away from any flammable materials. Thank you for having acknowledged and signed the space heater compliance form in the Administration office.
- **Stove Fires:** If you do not know how to build a fire properly in your wood stove please ask the work crew for a demonstration. Your first fire should be small in case of a problem in the stove or stovepipe. Do not use anything but paper and kindling to start fires. Go to www.woodheat.org or www.epa.gov/burnwise/bestburn.html for instructions on safe operation of stoves. Make sure your fire is out before leaving your cabin. Do not remove the battery from your smoke alarm; instead learn to make a fire that does not set it off. Also, never burn coal in RMBL stoves. There are stacks of winter wood next to Gates, Rogers-Boggs, Forest Queen, and Avery cabins. **Please do not use this wood**, it is for the winter caretakers.
- **Student Dorms:** Please do not burn incense burners, candles, and hot plates in student dorms;
- **Smoking:** The RMBL campus is smoke-free, and there is no smoking allowed within the RMBL fenceline. Smoking is allowed on the county road only.
- **Valuables:** RMBL is not responsible for lost or stolen items. Locking of offices, labs, autos, or cabins is the responsibility of the individual. Do not store valuables in your cabin.
- **Electricity:** Electrical outlets in older cabins should not be used for heat-generating devices, such as heaters, electric blankets, irons, etc.
- **Hantavirus:** There is some concern about whether hantavirus exists at RMBL. We have no evidence that it does, but have provided the means of taking precautions for everyone who wishes to do so. While we do not wish to alarm anyone unduly, prevention is a much saner strategy than the alternative. There is a kit (including respirator) in the cleaning shed in Johnson Lab for cleaning mouse feces and nests. Please ask for assistance if needed. Additionally, if you have problems with mice in your cabins and you are unwilling to trap the mice, please contact the Work Crew.
- **Lead Paint Disclaimer:** Section 1017 of the Housing and Urban Development Guidelines, Residential Lead-Based Paint Hazard Reduction Action of 1992 requires that RMBL disclose known information on lead-based paint and lead-based paint hazards. While we are unaware of any lead-based paint onsite, paint put on buildings constructed before 1978, and especially prior to 1960, is likely to be lead-based paint. Intact, lead-based paint on most walls and ceilings is not a hazard, though if its condition is deteriorating or flaking off, or if it is on an accessible, friction, or impact surface, it could become a hazardous. If you see flaking paint that likely dates before 1978, need to conduct activities which would disturb such paint, or if you see such paint on a surface that could cause deterioration, we ask that you notify work crew promptly.

Evacuation Procedures

In Case of an Evacuation or a Station-wide Emergency:

- You will hear fire alarm horns, car horns, and the dining hall bell;
- You will see a BLACK, WHITE, OR RED FLAG on the southwest side of the TOWN HALL to indicate that an evacuation is underway, or that some other station-wide emergency is happening. If you do not see a flag, and have determined that no one is in the process of putting up a flag, then the horns are not signaling an emergency or evacuation;
- If you see a Black flag, we will be evacuating people to the Crested Butte Community School, on the southern entrance off the main road coming into Crested Butte from Gunnison.
- If you see a White flag, we will be evacuating people to the first bridge up valley, just beyond the Avery picnic ground.
- If you see a Red flag, it means that an emergency other than an evacuation to one of those two spots is happening, and that further instructions will be provided at the Visitor Center/Town Hall.
- Because not everyone has transportation, if you have a vehicle with extra space we ask that you bring your vehicle to the Town Hall and pick up extra individuals. Additionally, if time permits, we will record your name and occupants of your vehicle.
- If you need transportation we ask that you proceed to a location just south of the Town Hall and stand off the road. We will record your name and get you in a vehicle.
- We will also attempt to collect the names of people once they have arrived at the evacuation points.
- We ask that if you do not check in at an evacuation point, you call 970-349-7420 or 970-349-0982 to leave a message that you are elsewhere. This will help us identify who is missing and may need assistance.

After Hours Issues

If you have a problem that needs urgent attention, check the "Emergency Procedures" information posted on the Willey Lab Info Kiosk, the Mail Room by the Administration Office, or in the billy barr community center, or view the Emergency Procedures website:

www.rmb.org/emergency or email: utility@rmb.org.

Physicians

In case you need to see a Doctor, we suggest visiting one of the local clinics in Mt. Crested Butte, Crested Butte or Gunnison for your non-emergency medical needs.

Crested Butte/Mt. Crested Butte

- Town Clinic of Crested Butte: 970-349-6749, www.towncliniccb.com
214 6th St., located at Maroon and 6th in the Ore Bucket Building
 - **Hours: Mon: 9am-6pm, Tues: CLOSED Wed: CLOSED Thurs: 1pm-9pm, Fri: 9am-6pm, Sat: 1pm-9pm, Sun: 1pm-5pm**
- Griggs Orthopedics: Dr. Rhett Griggs (orthopedics) and Dr. Jenny Ward (Family Medicine): 970-964-8472. <http://griggsortho.com/> 433 Sixth Street. Call office number for 24 hour emergency.
 - **Hours: Mon-Fri 9am-3pm**
- Moore Orthopedics for general medicine or orthopedic needs: 970-349-2677, located 32 Crested Mountain Way in Mt. Crested Butte, below Christy Sports. <http://mooreorthopedic.com>
 - **Hours: Mon-Fri 8:30am-5pm.** Will come in for emergencies
- Alpine Orthopedics/Elk Avenue Medical Center for injury urgent care or orthopedic needs: 970-349-1046, located on 405 Elk Avenue in Crested Butte. <http://www.alpineorthopaedics.com>
 - **Hours: 10:00am-5pm and are also on call 24 hours.**

Gunnison

- **Gunnison Valley Hospital Emergency Room:** 970-641-1456, 711 North Taylor Street, Gunnison, CO (turn left at 2nd stoplight when coming into Gunnison from Crested Butte and turn left again). <http://www.gunnisonvalleyhealth.org>
- Gunnison Valley Family Physicians: 970-641-0211, located at 130 E Virginia Ave, in Gunnison. <http://gvfp.net>
 - **Hours: Mon-Fri 8:00am-5:00pm**
- Gunnison Family Medical Center: 970-641-1771, located 707 N Iowa Street in Gunnison
 - **Hours: Mon-Fri 8:00am-8:00pm, and Saturday 8:00am-8:00pm**
- The Center for Mental Health: 970-641-0229; 710 N. Taylor; Gunnison, CO 81230. www.centermh.org
 - **Hours: Mon-Fri: 8:00am-Noon and 1:00 pm-5:00pm**
 - **24-hr Emergency Services:** Call 970-252-6220

In cases of emergency, go to the nearest phone in Gothic (Community Center, Willey Lab during office hours, Visitor Center, Barclay Cabin) and dial 911. First Aid Kits are located in most public buildings and staff members can tell you where the nearest kit is located.

Pets

No pets of any kind are allowed within the Gothic townsite. Dogs may be walked on the county road through Gothic but not on RMBL property. Dogs should be on a leash at all times to avoid disturbing animals in town (eg., marmots and ground squirrels) that are the subject of research by RMBL investigators.

Research in Gothic

Research Equipment Rental

RMBL rents the following equipment to scientists, when available, as follows:

- 1) Portable weather stations – rental fee is \$1.00/day/weather station.
- 2) Fences – corral type metal fences are available: 10 corral sections (that make a circle) rent is \$200 the first year of rental; \$100/year thereafter. Additionally, a \$500 deposit is required, refundable when the sections are returned in good shape to the appropriate location. The research equipment rentals must be coordinated with RMBL Science Director, sd@rmbll.org, as part of their research application process.

Research Approval

All research at RMBL is reviewed and approved. New and Renewal research applications are due Feb.1 annually. Scientists and students wishing to initiate new experimental protocols and/or observational methods not described in approved research proposals or animal care protocols must submit a supplement to the Science Director to have those techniques reviewed and approved.

Permitting

RMBL scientists work with the Science Director to ensure that their research sites are properly permitted. Because some permits require a year lead time, scientists are encouraged to talk with the Science Director about potential research sites as far in advance as possible. RMBL scientists conduct research on RMBL-owned and managed land, on USFS land on which RMBL has a special use permit, and on some private land. New research sites must not conflict with existing research. Sites on public land, including wilderness areas and research natural areas, as well as sites on private land, come with different types of restrictions. Work involving

significant ground disturbance on public land could require NEPA review by the USFS. The Science Director can help with research site permitting.

Choosing Research Sites

Scientists establishing new sites must do three things: choose sites that do not conflict with ongoing research, understand property ownership and if necessary work with the Science Director to assist in getting permission, and keep the Science Director informed of new sites. When choosing new sites for yourself or your students, check the research map in the Research Center, the Community Center, or on the computers in the computer lab to make sure that no one is working in or near your new site. If another researcher is working nearby, talk to the Science Director and/or coordinate with that researcher to prevent conflicts. Please note that many private property in-holdings are not marked in the field and you will have to consult a map to understand property lines. Please coordinate with the Science Director as questions arise.

Working in the East River Valley and surrounding areas involves some special situations that you may not be familiar with coming from your home institution. The East River Valley is grazed by cattle starting around the 4th of July. Cattle begin grazing near the Kettle Ponds in early July, with cattle gradually being moved upvalley as the summer progresses. Please respect cattle and ranchers; do not chase cows or scare them. Related to this, using rebar and other metal markers on non-RMBL land is prohibited because cattle and horses can be severely injured, if they step on rebar. The RMBL fence attempts to keep cattle out of the main RMBL townsite. However, we cannot guarantee that cattle will never escape onto RMBL property. If your sites must exclude cattle, you should consider fencing them. RMBL rents corral fences to scientists.

Scientists working within the RMBL townsite should choose sites carefully. Sites in the immediate townsite can be disturbed at any time. Sites in utility corridors or in buffers of current and future-planned buildings are particularly vulnerable. Consulting the Facilities Master Plan can be helpful when choosing sites in the townsite.

The East River Valley is a popular tourist and recreation destination. Please be polite to tourists and other Forest Users when interacting; use it as an opportunity to educate and engage in a positive way. Feel free to direct interested parties to the RMBL Visitor Center, Kiosk, or website for more information about RMBL and our outreach programs. In order to avoid direct conflicts with bikers, hikers, and outfitters, please choose field sites that are well away from roads and trails whenever possible; 25-50 meters is a good ballpark distance. When setting up non-RMBL sites, try to keep a low profile by rolling flags when possible and using camouflaged flagging and markers. Being invisible reduces the likelihood that curious passers-by will be attracted to your site and accidentally interfere with your experiment.

Research in wilderness areas requires special permission and documentation. The nearest wilderness area is the Snowmass Maroon Bells Wilderness area; the boundary is just past Judd Falls and continues along the Copper Creek trail. Another entry point is up Rustler's Gulch. It is not permissible to put up flags or markers in wilderness without express permission. It is especially important that research in the wilderness area, once it is approved, is off the trail by 50 meters, if possible, and is as invisible as possible. The US Forest Service takes pride in protecting the wilderness experience for all visitors to the wilderness area. Highly visible research markers and gear are thought to detract from the wilderness experience. If any RMBL user notices highly visible flags or markers in the wilderness area, please contact the Science Director.

Research Site Markers

The approach to marking sites differs depending on your location. Sites on RMBL land should be very well marked. Because there are so many scientists, students, and staff working in a small area, it is best to use plenty of flags and markers to clearly mark your site. However, when working on National Forest Service land, it is preferable to keep visual impacts to a minimum, as described above.

All research markers should include your name or initials and the date. Abandoned research markers lacking this information will be cleaned up. It is your responsibility to completely remove all research markers and equipment from sites at the completion of your study. If RMBL staff has to clean up abandoned sites, you will be charged for their time.

Mapping Research Sites

All research sites must be mapped with RMBL GPS units and appropriate metadata must be submitted. This allows us to track where you work, prevent conflicts, and obtain proper permits for your research. Please contact the GIS office (gis@rmbll.org) to set up a training session with the RMBL GPS units.

Animal Care

RMBL has a USDA-approved animal care committee that reviews all projects involving vertebrates. Our committee reviews projects even if they have been approved by your home institution's animal care committee, though we are sensitive to minimizing unnecessary complications. Our committee is not an NSF-approved committee. Consequently our review will not suffice if you receive NSF funding that requires approval of an animal care committee. The deadline for animal care protocols is Feb.1 annually.

Research Assistants

Scientists hire their own research assistants. RA applications are due April 1 and can be accessed from the webpage.

Mentoring students

RMBL operates an education program in which students conduct independent research under the supervision of a scientist. We have a scientist who coordinates the logistics of the program so that mentors can focus on science. Mentors include senior scientists, postdocs, and graduate students. Mentors receive a small stipend for each student. Students are funded through a combination of mechanisms, including an REU site grant, RMBL scholarship money, personal funds, and funds from their home institution. If you would like to mentor a student, or want more information, the Science Director oversees the program.

Lab Space and Equipment

RMBL has bench space in multi-use rooms and private lab-spaces available for rent by the day or by the year. We have small research rooms, as well as bench space in a wet lab, a microscope/balance room, and a sample processing room. Specifically, the Gothic Research Center has some workspaces open in the Sample Processing Room, the Precision Techniques Room – where scope work and weighing with analytical balance(s) can happen, and the Wet Lab – which has a deionized water filtration system and fume hoods. Common use spaces, such as the tables in the Sample Processing Room, the outdoor potting bench, and the large outdoor sink and drain are available at no cost on a 'sign up basis'. We have some common use equipment including microscopes, computers, balances, incubators, forced air and static drying ovens, mapping equipment, and portable weather stations. We also have an ultracold freezer to store samples, an autoclave, a UV-Vis spectrophotometer, a freeze drier to preserve

samples, a PCR machine, a laminar flow hood, a Li-Cor, and two plant growth chambers. You must be trained by the Science Director before using most equipment.

Collections in the Natural History Building

We have an herbarium, insect, and mammal collections in the Natural History Building behind the Visitor's Center. The Science Director can train people how to handle collections. Rick Williams is a volunteer curator of the Herbarium and can answer some questions about the collections, including how to contribute vouchers to collections.

Willey Building and Murray Storage

Except for a few rooms, these buildings are largely office space in the case of Willey and storage space in the case of Murray. Limited storage space and office spaces are available for rent.

Mexican Cut

The Nature Conservancy's Mexican Cut Preserve of 900 acres is managed by RMBL. This unique watershed is located eight miles northwest of Gothic on the east slope of Galena Mountain. There are a number of ongoing research projects based at the preserve. Please register with the Administration office to get a pass before visiting the area. The Nature Conservancy has requested that we restrict visitor numbers. The daily visitor limit is 12 persons. Unless you are working with one of the research groups approved to work in the Cut, you must carry a Visitor's Pass with you (this can be obtained from the office upon approval from the Executive Director).

Seminars

Seminars are presented on Tuesdays in the billy barr community center at 7:30pm. The schedule for speakers and topics will be posted weekly. The seminar coordinator is Bobbi Peckarsky, and she welcomes offers of assistance in hosting guest speakers or setting up for seminars. Graduate student seminars typically are scheduled for Wednesdays at 8:00 p.m. in the Barclay Classroom, with the subject and speaker announced weekly. Any student interested in presenting research plans or results informally on Wednesdays should contact Will Petry. There are occasional informal talks on Sunday evenings.

GIS and GPS

GIS: Geographic Information Systems

Our GIS software and data is available on all Barclay Computer Lab computers. Please go to www.rmbll.org, then click the Scientist tab, then on Databases from left hand menu, then the GIS/GPS Information link under Research for more information.

GPS: Global Positioning Systems

RMBL has several Trimble GeoXT units available for checkout. For advanced mapping needs the TopCon Hiper Pro-, and a conventional survey unit will be available in some years. For more information, please go to www.rmbll.org, then the Scientist tab, then on Databases from left hand menu, then the GIS/GPS Information link under Research for more information or contact gis@rmbll.org.

Informal Science Education

RMBL sponsors many programs for the general public. These include *Kids Nature Camp*, with classes each week for school-age children that introduces them to outdoor education, field biology, and research projects; and *Summer Science Tours* and *Geek Week* for adults. In addition, RMBL sponsors the local nonprofit radio station (KBUT), the 1/3 marathon on the

Fourth of July, and various other educational and social events in Gothic and throughout the valley. Your participation in all RMBL programs is encouraged. For more information on RMBL's programs and events go to: <http://www.rmbll.org/programs-for-the-public/>

Youth Science Center

The Youth Science Center has moved to the Weese Building. Between June 12 and August 11, 2017 RMBL's nature and science camps will take place to train the next generation of scientists while cultivating respect and wonder for the natural world.

Groups

RMBL has special rates for visiting groups. Please contact the Director of Finance and Operations about details or go to <http://www.rmbll.org/conferencesgroups/>.

Volunteer for RMBL

There are many opportunities during a summer in Gothic to become involved as a volunteer in various activities. Volunteer for a few hours – count birds during our Breeding Bird Survey, help control weeds through our Invasive Weed Days, or volunteer with our most popular and long standing fundraiser, the 4th of July 1/3 Gothic to Crested Butte Marathon. You may also volunteer with a researcher or research group, educate visitors and protect our environmental and scientific resources as a RMBL Docent, join the Native Bee Collective citizen science project and help our scientists collect vital data from your own backyard. Put your specific skills to use in any number of special projects, including work in scientific collections or historical archives, as outlined by RMBL staff or scientists. Go here for more information:

<http://www.rmbll.org/volunteer/> .

Observance of Laws

Anyone in residence at or visiting RMBL is expected to obey all local, state and federal laws. Specific attention should be paid to laws prohibiting driving while under the influence of alcohol, underage drinking, and possession of illegal substances. The possession or use of any kind of illegal drug is strictly prohibited.

The laws of Colorado involving the possession or use of alcohol state:

1. Anyone under the age of 21 who possesses and/or is drinking an alcoholic beverage, no matter where, is doing so illegally.
2. Anyone who serves an alcoholic beverage to someone under age 21, or to someone who is demonstrably intoxicated, is doing so illegally.

In addition to these laws, the following rules are in effect at Gothic:

1. Marcellina and Johnson House cabins are substance-free. Please do not consume alcohol or other substances in these cabins.
2. No one may consume alcoholic beverages in the Community Center main hall or in other public lab areas, except for special events authorized by the Executive Director;
3. No firearms are allowed on RMBL property.
4. Taking food from the dining hall if you are not on the meal plan and have not signed up for a meal is prohibited. This is stealing!
5. Kegs are not allowed at RMBL without permission from the Executive Director.

Gothic is under the jurisdiction of the Mt. Crested Butte Police Department as representatives of the Gunnison County Sheriff.

Sexual Harassment – Title IX

The Rocky Mountain Biological Laboratory (RMBL) as a recipient of Federal financial assistance is subject to the provisions of Title IX. RMBL provides equal opportunities in science and education and is committed to a policy of non-discrimination in relation to race, color, gender,

sexual orientation, religion, national origin, ancestry, age, marital status or disability in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Find Gesa Michel, Director of Finance and Operations, and RMBL's Title IX Coordinator at admin@rmb.org in the Willey Lab Administration Office if you are experiencing or witnessing issues of sexual discrimination and harassment. Staff are mandatory reporters—if they observe something or something is reported to them they have to tell the Title IX Coordinator. The Coordinator is not required to necessarily do anything, but that having all issues reported to the Coordinator allows us to assess whether something larger than any single event is happening. For more information go here: <http://www.rmb.org/staff-info/title-ix/>

Susana Wadgyamar swadgyamar@gmail.com is RMBL's Diversity Liaison. With any questions on diversity issues, please contact Susana.

Violations of RMBL Regulations

RMBL reserves the right to interpret all policies and regulations. Written clarifications may be requested from the Director of Finance Operations. Violations of policies and/or regulations may carry penalties such as expulsion, removal of research privileges, or a removal of prioritization for space assignments. This Handbook is subject to all Board approved policies and the Research Code. In the case of a contradiction, those documents shall prevail.

Governance

Board of Trustees

RMBL is a private nonprofit corporation governed by a Board of Trustees elected by RMBL's voting membership. The Board of Trustees appoints other trustees to assist them in their task of setting policy directions for RMBL. The trustees hire an Executive Director to carry out the operations. During the summer months some trustees are in residence in Gothic, and are very interested in meeting with students, researchers, staff, research team members, and other users of RMBL. Many Trustees will be on site this year for meetings from July 17-19. Please contact either Ian Billick, RMBL Executive Director or Scott Wissinger, RMBL President about scheduling a meeting with one or more trustees during this period. We encourage you to seek out trustees and discuss your interests in and opinions about RMBL; it will assist them in their governance duties.

Voting Membership in RMBL

Anyone interested in the goals of RMBL, as they relate to the provision of opportunities in field biology research and education, should consider becoming a voting member of the RMBL Corporation. You will find a membership form in the mailroom. Please consult Samantha Siegfried in the Administration Office if you have any questions about membership.

Grievance Procedures

Grievances should be directed to the Director of Finance and Operations. Decisions made by the Director of Finance of Operations can be appealed in writing to the Executive Director.

For anybody who does not have an approved research plan, RMBL reserves the right to ask such a person to leave, or to deny services, for inappropriate actions, including violations of our handbook, without any additional review or appeal. Recognizing the substantial investment by scientists in research programs operated through RMBL, we provide a higher level of review before denying services or asking someone to leave if they have an approved research plan, or if they have plans to be an active part of the RMBL research community.

1. A scientist may be denied services because s/he has violated the Code of Conduct given above, broken RMBL's regulations, failed to work in good faith with the Science Director to obtain appropriate approvals for research before conducting that research, failed to honor prior conditions of approval, or otherwise caused significant problems for RMBL. If the Executive Director determines that a denial should be considered for behavioral problems, s/he shall notify the individual. If the individual decides not to withdraw their application to work at RMBL at that stage, then the individual will be asked to pay a review charge as set by the Executive Director based upon the extent of the situation to demonstrate their good faith in having the situation reviewed. Upon receipt of payment, RMBL will generate in writing a review and analysis of the issues. That information will be provided to the individual, who will be given the opportunity to respond in writing within a reasonable amount of time as set by the Executive Director. The Executive Director will then make a decision based upon the information. The Executive Director will provide the initial analysis, any response by the individual, the final decision and any additional supporting information, to an ad hoc committee appointed by the Board of Trustees' President. That committee can let the decision stand by taking no further action, remand the decision back to the Executive Director for further consideration, or recommend to RMBL's President that the Board of Trustees intervene.

2. The Executive Director can deny or withdraw services without review to a scientist at any time if s/he believes allowing the person to use RMBL services (including staying at RMBL), creates a significant threat to individuals or RMBL, or is likely to result in serious legal, liability, or behavioral problems. In cases involving sexual harassment, the Executive Director can immediately remove individuals from the community for serious incidents, for evidence of recurring behavior, or for less serious incidents in which the individual does not demonstrate a willingness to correct behavior. If the Executive Director denies services without review by an ad hoc committee appointed by the Board President, the Executive Director will notify the Board President in writing of the action taken and the basis for the action. The individual who is affected by the decision may appeal the decision in writing to the Board President.