**TERMS AND CONDITIONS COVERING THE ACCESS & USE OF THE CECMEE FIELD STATION SITE**

THIS FORM MUST BE READ AND FILLED OUT BY EACH PERSON ACCESSING THE SITE, PRIOR TO KEY ASSIGNMENT.

* *Original to Department Chair; copy to Student and Faculty Supervisor.*

The CECMEE Field Station site is a relatively remote on-campus site that is used for research and project work by CECMEE Faculty and Students and other College and University personnel as approved by the CECMEE Department. The site is a secure facility and only approved persons may be present on the site, which is not manned/supervised. These Terms and Conditions have been created to minimize the inherent risk present in the use of such a facility and in recognition that each user is responsible for their own safety and the safety of others using the facility.

Access:

*General access is from 8am – 5pm Monday through Fridays, except for NAU holidays and days that the university is closed.*

1. Keys: Student users may check out a gate key and building key; Faculty users may check out gate, padlock and building keys. Loss of a key must be immediately reported to your supervisor.

2. Gates must remain open when users are on site.

3. The building and all gates must be locked when the last person leaves and when no one is present.

4. Vehicles are not to be left overnight at the site or parked without the driver maintaining a presence at the site.

5. Access is permitted for a maximum of 2 semesters.

6. Speed limit on site is 5mph; stay on designated roads.

Users:

1. All Student Users must be approved by a Faculty “Supervisor”. A “CECMEE Field Station Use Approval Form” noting name(s) of student(s), Faculty supervisor and valid time period is included below and must be submitted to the supervisor and approved prior to each use, and will be kept on file in the Chair’s office.

2. All other Users must be approved by the CECMEE Chair.

3. No one is permitted on site without prior approval. (Accompanying “friends” are not permitted.)

4. No Student Users are permitted on site alone; a minimum of 2 persons are required.

5. Use of specialized mechanical equipment (such as power tools, welders, chainsaws, etc.) and the moving of heavy items requires proof of proper training prior to use.

Use:

1. Prior to student use, the students must email their supervisor and inform him/her of who and when use will occur.

2. After hours use (after 5pm) is discouraged.

3. All trash generated must be picked up by the generator and placed in a dumpster onsite or removed from the site by the generator.

4. All lights and water must be turned off before leaving the site.

5. NO smoking is permitted on site.

6. NO alcohol is permitted on site.

7. NO fires are permitted on site, with the exception of approved ASCE/CMO events in which a Faculty Supervisor is present. (No “private” parties are allowed.)

8. NO chemicals may be used or stored on site without prior approval of the supervisor.

9. If you observe someone not complying with these Rules and Regulations, you must immediately report the person and their behavior to your supervisor; failure to do so is considered an infraction of the Rules and Regulations.

Safety:

1. A fire extinguisher is found in the main area of the pavilion on the north wall next to the First Aid kit.

2. A First Aid kit is found in the main area of the pavilion on the north wall next to the fire extinguisher.

3. All site users must have a working cell phone with them at all times.

4. Users performing mechanical/electrical/construction work must demonstrate knowledge of appropriate Personal Protective Equipment (PPE) required and wear it at all times when performing such work.

5. Any non-emergency accidents/damage must be reported to the user’s supervisor within 24 hours of the incident. An NAU Accident Report must be filed for ALL incidences resulting in physical or property damage (whether NAU or personal).

**IN CASE OF EMERGENCY:**

**FIRST: CALL 911**

**SECOND: CALL your Supervisor**

General:

1. All users should maintain a courteous and professional attitude when working on site, being tolerant of others and not engaging in discriminatory behavior of any type.

2. Be respectful of other projects ongoing at the site.

3. All users are responsible to work carefully and efficiently.

4. In the case of conflicts, early resolution is encouraged; contact your supervisor about any conflicts, potential or realized.

All student users are reminded both of the NAU Code of Conduct which is found in Appendix C of the NAU Student Handbook (http://home.nau.edu/studentlife/handbook.asp) and the appropriate codes of ethics as defined by your specific professional society, and you are expected to adhere to the highest of ethical standards while using this facility. Failure to adhere to these Rules and Regulations will (at the least) result in loss of use privileges, with attendant ramifications (e.g., student loss of privileges may result in failing a course that requires use of the Station); other penalties will depend on the seriousness of the infraction.

By signing, I acknowledge that I have read, understand and accept the terms and conditions of these Rules and Regulations.

FACULTY SUPERVISOR (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USER NAME (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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User Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Supervisor Signature Date

**CECMEE Field Station Use Approval Form**

* *Original to Department Chair, copies to Student and Supervisor.* ***Students must have a copy of this form on their person when on site.***

**Date:**

**Name of Student(s):**

**Reason for Use:**

**Detailed Description of Activities at Site:**

**Dates/Times of Use:**

**Student(s) Contact Information While On Site:**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Approving Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Supervisor Emergency Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CECMEE Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**