

REQUEST FOR BUNKHOUSE LODGING
Return completed form ASAP to ajrademacher@alaska.edu

A signed "Procedures" form must accompany this Request (or be on file) before space is reserved.

NAME: _____

ORGANIZATION: _____ AFFILIATED SCHOOL: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE & TIME OF ARRIVAL: _____

DATE & TIME OF DEPARTURE: _____

PROJECT TITLE/ACTIVITY: _____

RELEVANCE TO KBRR'S MISSION & GOALS (Check all that apply):

KBRR MISSION: *Enhance understanding and appreciation of the Kachemak Bay estuary and adjacent waters to ensure that these ecosystems remain healthy and productive*

GOALS:

____ *Recognition of Kachemak Bay Research Reserve as a regional center for uniting research and education,*

____ *increase understanding of the natural and human processes occurring in the coastal environment,*

____ *foster responsible stewardship of the coastal environment,*

____ *foster a public that is involved with, and supportive of, Reserve activities*

____ *maintain a workforce that is motivated and effective in attaining the Reserve mission*

STAFF SPONSOR – *One of the following employees must approve your stay prior to submitting this form:*

____ Jessica Ryan (Manager and Education)

____ Syverine Abrahamson (CTP Coordinator)

____ Angela Doroff (Research Coordinator)

____ Coowe Walker (Watershed Ecologist)

____ Steve Baird (Research Analyst)

____ Catie Bursch (Harmful Species)

TO BE FILLED-OUT BY KBRR STAFF

ROOM ASSIGNED: ___ #1 ___ #2 ___ #3

BUNKHOUSE PROCEDURES SIGNED ___

PRIMARY USER ___ SECONDARY USER _____

DAMAGE COMMENTS _____

General Information & Procedures

THE BUNKHOUSE IS FOR SCHEDULED OVERNIGHT LODGERS ONLY. NO DAY USE. NO UNAUTHORIZED USE.

LODGERS ARE RESPONSIBLE FOR BRINGING THEIR OWN LINENS. PILLOWS AND BLANKETS ARE PROVIDED.

CHECK-IN/CHECK-OUT

- Check-in: use the bunkhouse main door code provided by the Bunkhouse Liaison.
- Check-out: take what you brought, turn-off lights & appliances, latch and lock windows and doors

KEYS

- Access to the bunkhouse entrance is by punch code.
- Bedroom door keys are provided and are hung behind the bedroom door. Please return keys to this location when your stay is over.
- If you choose to lock your bedroom door please keep your key with you. **Be Aware! There may be no one to help you if you lock yourself out after hours!**

ACCOMMODATIONS – No bed linens or bath towels are provided.

- Bunkrooms have 2-4 twin bunk beds without sheets and are divided by gender; married couples may share an empty room upon request, if available.
- Restrooms, showers and kitchen are shared with other lodgers.
- The Multipurpose Room is shared with the Office wing which has priority use for meetings and day use. Do not store or leave items unattended in the Multipurpose Room. Restore room to its original order if used.

CHANGE OF PLANS

- If you decide NOT to stay at the bunkhouse, notify the Bunkhouse Liaison **immediately** (or next day if after-hours) so the schedule can be updated. This frees up space for other potential lodgers.

COMMUNICATION

- Telephone: Long-distance calls may be placed using a calling card.
- Internet access may be available during field season – see your designated staff contact for password.
- Notify the Bunkhouse Liaison during regular office hours of facility-related issues requiring immediate attention (plumbing, heating, electrical, smoke alarms, etc.): 235-4799 or ajrademacher@alaska.edu
- **For after-hours non-emergency facility-related issues where you can't reach your designated staff contact, call a management team member at one of the numbers posted next to the phone.**
- **In case of Emergency, dial "9-911".**

CLEANING

- Janitorial service is once weekly. You are responsible for cleaning bedrooms and common areas in between. You must allow access to your room when cleaning crew is present. Custodial crew may access rooms (locked or unlocked) when guests are not present to clean the room.
- Dishes should be washed after each meal. Run dishwasher as needed and put away clean dishes. *Do not run dishwasher unattended.*
- Laundry facilities are for bunkhouse occupants only; see laundry room for instructions.

General Information & Procedures

HEAT & WATER

- Please conserve energy by hitting the “Continuous Unoccupied” button on the thermostat when the bunkhouse is unoccupied. Hit the button again to return temperature to the “Occupied” setting when you return.
- Conserve hot water when possible.

SAFETY & SECURITY

- For security purposes, please keep bunkhouse doors/windows locked when the bunkhouse is unoccupied.
- NEVER leave appliances running when the bunkhouse is unoccupied (oven/stove, coffeemaker, microwave, toaster, dishwasher, washer, dryer, etc.).
- Keep Multipurpose Room door locked for your privacy/security from the Office wing. Do not enter Office wing without permission. Do not leave personal items in the Multipurpose Room.
- Absolutely no outdoor cooking or open flame on the premises, except for cooking grills on the paved (asphalt) surface of the parking area, and well away from the building, grass and trees. Cooking fires and open flames includes but is not limited to: gas grills, charcoal grills, hibachis, pit fires, bon fires, blow torches, acetylene torches, etc. **Cooking grills on the asphalt must not be left unattended at any time.** Outdoor cooking grills are NOT provided.

SNOW & ICE

- Removal of snow and ice may be delayed during the months of October-May.
- Please use the snow shovel, ice chipper and “ice melt” if necessary to safely enter/exit building.

VISITORS

- Visitors are allowed on the premises between the hours of 8am and 10pm only. No overnight guests. No use of laundry, shower or kitchen facilities by visitors at any time.

STORAGE

- Bunkhouse space is limited to residential needs. Make prior arrangements with the Research Coordinator to store excess field gear and equipment at the Bay Ave Lab. Do not store items in the Multipurpose Room.
- Bikes must remain outside at all times – KBNERR bikes must be locked-up when not in use.

DRUG-FREE WORKPLACE

- Drug use or possession is prohibited in the bunkhouse and on the premises.
- Consumption of alcohol during non-working hours is permitted in limited quantities by bunkhouse occupants 21 & over. Underage drinking and providing alcoholic beverages to underage individuals are crimes. Please store all containers of alcohol out of public view. KBRR will assume no liability for any act or result of the use of alcohol. Misuse of this policy can result in immediate expulsion from the bunkhouse.
- No smoking is allowed in any State owned facility. Smoking is allowed only in the paved parking area.

I have read, and agree to the above rules and procedures. I understand that failure to comply with any of these may result in my immediate removal from the bunkhouse and the loss of future bunkhouse privileges.

Guest Signature _____ Date _____