

Field Stations Overnight Use Policy

The Goodland/10,000 Islands Field Station, Cannon Island Property and the Shell Island Road Dormitory were established to provide facilities support and overnight accommodations to individuals conducting research, education, resource management or other projects consistent with the goals and objectives of RBNERR and FDEP. The following policy and guidelines provides information on facilities, usage, fees and scheduling. Visitors must have a member of the RBNERR staff as a host throughout their stay. This staff host will be responsible for being the main contact in regards to needs, concerns, complaints and emergencies. For further information, please contact **RBNERR Headquarters at 239-417-6310**.

A. Facilities Description

Goodland/10,000 Islands Field Station is located adjacent to the Goodland Bridge on Marco Island. The facility has two small bedrooms with two beds in each to accommodate a total of **four people**. The kitchen has a refrigerator with freezer, stove, oven, sink and kitchenware. The restroom has a toilet, sink and shower. The common room has a desk and a phone. The field station has electricity, running hot and cold water, and air-conditioning. There is a small dock and storage outbuilding at this facility. **You need to bring your own towels and bed linens**

Cannon Island Property – There is a house but no water /electricity at present, but available for primitive camping. House can accommodate up to eight people, but more outdoors with tents. This facility is only accessible by boat. There are no restroom facilities.

Shell Island Road Dormitory is located on Shell Island Rd about three miles off of CR951. There is a dock, storage building and limited laboratory space at this facility. The kitchen has a refrigerator with freezer, stove, oven, sink and kitchenware. It has three small bedrooms with beds and will accommodate a total of only **eight people**. **You need to bring your own towels and bed linens.**

B. Reservations

1. Reservations must be made in advance and must be approved by the Learning Center Manager. This form will serve as a confirmation of your reservation. Please fax a signed copy of this document to your RBNERR staff host at, **239-417-6315**. User(s) must complete a RBNERR/FDEP volunteer or visiting investigator application form prior to or at the time of check-in.
2. Maximum length of stay is limited to two weeks, unless approved by the Learning Center Manager.
3. Please provide at least two days notice if you must cancel your reservation.

C. Fee Schedule

1. The Friends of Rookery Bay, Inc., a non-profit citizen support organization for RBNERR is facilitating the operation of the two Field Stations by accepting (tax deductible) fee donations to defray the costs associated with the maintenance and operation of the facilities.
2. **Fee Donations are:**
 - a. **\$20.00 per student per night**
 - b. **\$30.00 per non-student per night**
 - c. **A \$25.00 cleaning deposit per group is required, returnable upon departure if facilities are left in clean condition.** Please provide this in the form of a separate payment with your rental fee donation.
3. **Payment must be received at least two weeks in advance. Cash or check only.** Checks should be made payable to: Friends of Rookery Bay, Inc. or FORB. Payment can be made at RBNERR Headquarters Monday through Friday between the hours of 8 a.m. and 5 p.m. Please mail your rental fee donation to RBNERR, attn: Dorm Facilities Donation, 300 Tower Road, Naples, Florida 34113.

D. Arrival and Departure

Please note: RBNERR Headquarters may be closed during official State of Florida holidays.

1. Combinations to the locks at facilities can be obtained prior to your visit or at RBNERR Headquarters Monday through Friday between the hours of 8 a.m. and 5 p.m. Please be prepared to show proof of identification

E. Facility Use, Maintenance and Rules

1. All food and beverages must be removed from the premises upon departure (dumpster at 300 Tower Rd if necessary)
2. Note that water is very limited at our Shell Island Rd. facility. Reduce consumption and spread usage over the longest possible period of time to minimize the possibility of running out of water. Conservation is also taken seriously at other locations within the Reserve.
3. Leave the building in the condition you found it or better. Cleaning tools and supplies will be available. Rooms should be swept clean and all trash must be removed from the site.
4. All dishes and cookware should be washed and stored appropriately.
5. Please leave all Reserve books, maps, posters at the site. You are welcome to add to the book collection at either field station.
6. No smoking inside either building.
7. No sunbathing or fishing allowed on the dock or on shore.
8. Do not store flammable liquids inside the buildings.
9. The telephone is for local calls only.
10. Dock or shed use must be approved prior to your visit. (Contact Your Staff Host for details).
11. No long-term storage allowed on the premises.
12. Please keep the doors and compound gate shut and locked when you leave the premises.

Failure to comply with these rules may revoke future reservations at our dorm facilities or could be cause for immediate removal from premises.

F. Boat Use

If you are conducting work at RBNERR that requires the use of a vessel, or staying at the Cannon Island Field Station, the following options are available:

1. **Bring your own vessel and trailer. Recommended vessel size 17' – 20' shallow draft. User covers all fuel and associated costs.**
2. **User utilizes RBNERR/FDEP vessel with RBNERR staff for transport to/from Cannon Island, Goodland or study site. This option requires a minimum of four weeks advance notice, approval of Learning Center Manager / Facilities Manager with excess fuel costs covered by the user.**

I have read and agree to use the RBNERR facility in accordance with the guidelines and policies outlined in this document.

User Signature and Date

Goodland Field Station _____ has been reserved for _____ people from _____ to _____.
 (Facility name) (Number) (Check-in date) (Check-out date)

Cannon Island Property _____ has been reserved for _____ people from _____ to _____.
 (Facility name) (Number) (Check-in date) (Check-out date)

Shell Island Rd Field Station _____ has been reserved for _____ people from _____ to _____.
 (Facility name) (Number) (Check-in date) (Check-out date)

RBNERR Host / Sponsor Signature and Contact Phone #'s _____ **Date** _____

Learning Center Manager Signature and Contact Phone #'s _____ **Date** _____