

Field Stations Overnight Use Policy

The Goodland/10,000 Islands Field Station, Cannon Island Field Station 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. 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 three beds in each to accommodate six 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 or have linens cleaned before departure.**

Cannon Island Field Station is only accessible by boat. It has one bedroom with six beds available with basic linens. **You need to bring your own towels and bed linens or have linens cleaned before departure.** The kitchen has a stove, oven, sink and kitchenware. The refrigerator/freezer is usually full so coolers are recommended. Water supply is very limited so longer stays are not permitted. This facility is a self sustained, solar electric building so electric usage is limited. **Reservations must be approved and arranged through Vicki McGee who lives at the facility and oversees operations there.**

Shell Island Road Dormitory is located on Shell Island Rd about three miles off of CR951. There is a dock, storage building and laboratory space at this facility. The kitchen has a refrigerator with freezer, stove, oven, sink and kitchenware. It has three small bedrooms with twelve beds available with basic linens, but no washer and drier at the moment. **You need to bring your own towels and bed linens or have linens cleaned before departure.**

B. Reservations

1. Reservations must be made in advance and must be approved by the Reserve Manager or Program Coordinator. This form will serve as a confirmation of your reservation. Please fax a signed copy of this document to Pat O'Donnell, RBNERR, **239-417-6315**. User(s) must complete (if not already on file) 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 Reserve 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. **\$15.00 per student per night**
 - b. **\$25.00 per non-student per night**
 - c. **A \$25.00 cleaning deposit per group is required, returnable upon departure.** 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 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. Sheets/blankets MUST BE WASHED(Marco Island Laundry 277 N. Collier Blvd. (239) 642-6635)
- 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 fishing from the dock or shore.
- 8. No sunbathing allowed on the dock.
- 9. Do not store flammable liquids inside the buildings.
- 10. The telephone is for local calls only.
- 11. Dock or shed use must be approved prior to your visit. (Contact Pat O'Donnell for details).
- 12. No long-term storage allowed on the premises.
- 13. 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

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 or study site. This option requires a minimum of four weeks advance notice, approval of Reserve Manager or Program Coordinator, 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 Field Station ___ 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)

Rookery Bay National Estuarine Research Reserve Representative

Date