

GUEST INFORMATION AND STATION RULES

ABOUT THE RESEARCH STATION

The Southwestern Research Station's primary purpose is a biological research facility for the scientific staff of the American Museum of Natural History (AMNH) and for scientists from other institutions in the U.S. and abroad. When space permits we also provide accommodations for naturalists and other non-scientists. Advance reservations are required.

Please understand that although we welcome guests when space allows, SWRS is not a hotel. We are a nonprofit, and much of the kitchen and housekeeping labor is done by volunteers!

Check-in times:

11:00 a.m. (if arriving for lunch)

4:00 p.m. (if arriving for dinner)

The office is closed after 4:00 p.m. If you are arriving later, please let us know in advance!

Check-out times:

10:00 a.m. (if leaving after breakfast)

1:00 p.m. (if leaving after lunch)

The office is open from 8-12 and 1- 4 every day. After-hours assistance is available for emergencies- please see sign on office door.

Meals are served at 7:30 a.m., 12:00 p.m., and 6:00 p.m. Listen for the ringing of the triangle!

An **air-horn blast** is the emergency signal- drop what you're doing and immediately assemble in the lawn across from the office for further instructions.

Photos and names of the staff, researchers, and volunteers are posted on a board in the Conference Room. Meet your neighbors and say hi!

STATION RULES

- All visitors of the Station use the facility at his/her own risk. Please read the "Assumption of Risk, Release of Liability and Indemnity" form that you are asked to sign upon check-in.
- The Station assumes no responsibility for any damage, loss, or theft of personal effects or equipment brought to the Station. We recommend that valuable property be insured.
- Anyone in residence at or visiting the Station is expected to obey all local, state, and federal laws. The possession or use of any illegal drug is strictly prohibited and abuse of alcohol is not tolerated.
- Firearms are not allowed in rooms or Station property in general: they must be secured in the trunk of your vehicle.
- All items of personal or institutional publicity resulting from planned or unanticipated events at the Station must be cleared with the Director. This includes movie/television crews and journalists.

- If you have driven to the Station, after unloading your vehicle, **please park in the main parking area** located after entrance into SWRS. Keeping the driveways clear is important for emergency and maintenance access.
- **Room keys are not issued**, and room doors do not automatically unlock when the door is opened. You have to manually unlock your door when you leave the room to avoid lockout. Should you lock yourself out, you may obtain a passkey on the porch of the dining hall. The key board is attached to the tall, brown cabinet at the far end of the breezeway by the Linen Room. Make sure you return the key to the board in case you lock yourself out again! If you do not see them, ask a staff member.
- **Quiet hours are 10:00 p.m. to 7:00 a.m. Many researchers work erratic hours and may need to sleep during the day! Please keep voices down, and avoid slamming doors. The dorm doors are particularly noisy, so try to ease them shut.**
- Coffee makers are provided in the triplex rooms (but not in the dorm). Bring your own grounds if you would like to make extra coffee after the dining hall closes for breakfast. Lattes, cappuccinos, espressos and more are available at the Nature Shop.
- The use of the **Conference Room and Education Building** is mainly for classes, workshops, and seminars. The Conference Room may also be used for quiet gatherings up until 10 p.m. The Conference Room is not to be used for loud parties. If you wish to reserve the room for a special occasion, such as a birthday party or holiday party, please go to the office and fill out the reservation form. You will need to give at least 24 hours advance notice.
- If the electric power is off, please do not use water unless you have been informed that the generator is running.
- **There is no cell signal at the station. However, most modern cell phones will allow you to make calls via the station WiFi.** If this does not work for your phone, there is a public phone next to the guest computer in the breezeway next to the dining hall. To make long-distance calls on this phone you will need to purchase a phone card at the Gift Shop or Main Office, or pre-arrange for people to call you at this number: 520-558-2381. **The office staff will only take messages of an emergency nature on the Station line (520-558-2396).**
- **Do not take towels, pillows, or bed linens outside your room or to the pool!** We do not provide daily housekeeping in the rooms. If you wish to exchange your towels or linens for fresh ones, please ask in the Main Office & we will contact housekeeping for you. Don't strip your bed when you leave- housekeeping will do it for you. Rags are available upon request.

MEALS

- Meals are served promptly as follows: **Breakfast 7:30 a.m.; Lunch 12:00 Noon; Dinner 6:00 p.m.** Please be on time for each meal, so that the cooks and volunteers do not have to work overtime! Guests are allowed return for seconds after everyone in the line has been served, so we cannot guarantee food will be available if you are late. **The kitchen will stop serving food 15 minutes before the close of the dining hall. The dining hall is open for one hour after the start of each meal, and closed between meals.**
- If you are going to miss a meal altogether, or if you would like an early breakfast or a sack lunch, please sign up on the whiteboard located on the door of the dining hall the evening before. **Early breakfast** (cereal, toast, juice, etc.) may be taken from 5:30 a.m. - 6:30 a.m. You should be out of the dining hall by 6:30 a.m. You are also welcome to pack a **sack lunch** if you will not be eating lunch in the dining hall. You will need to make your sack lunch immediately after breakfast. **If you are going to miss a meal, please sign out the day before so the cook will not make extra food for you.**
- **Coffee and hot water (some teas) are available in the kitchen in the morning before 7:30 a.m. breakfast. Come in, get your coffee then drink it outside the kitchen. Please return your mugs.**
- Our cooks provide **vegetarian or no-red-meat options** for meals. We are unable to accommodate special diets (i.e., low fat, low cholesterol, gluten-free, vegan, etc.). If you have signed up as a vegetarian, please eat that entrée at meals. If you are a non-vegetarian, please do not eat the vegetarian entrée. **If you choose the no-red-meat option you will be provided with the vegetarian entrée on nights that red meat is served.** While we try to accommodate for some allergies, if you have a severe food allergy we ask that you please supply your own food/snacks to meet such dietary restrictions. Meals must be consumed in the dining room, on the dining porch, or at the picnic tables outside.

- **Please do not enter the kitchen or dining hall between meals.** Only the cooks, their assistants, and volunteers on duty are allowed in the refrigerator, walk-in cooler, pantry, etc. and no one is allowed to help themselves to food or beverages between meals. The Nature Shop (open Thursday through Monday) sells snacks, sodas and other beverages.

OFFICE SERVICES

- The office is open every day from **8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 4:00 p.m.** Cash, Visa, and MasterCard are taken at the Station; we do not accept American Express. Checks or cash are preferred. After-hours information is posted on the door, and listed at the end of this packet.
- Mail and packages can be picked up in the office, and you may purchase stamps there. Any mail sent through the U.S. Postal Service **must be addressed as follows: “Your Name” c/o the Southwestern Research Station, P.O. Box 16553, Portal, AZ 85632.** Federal Express or UPS deliveries must be addressed to our **physical address: 2003 W. Cave Creek Road, Portal, AZ 85632.**

HEALTH AND SAFETY

- **Due to allergies of other guests, please do not use perfume, cologne, aftershave, or any strongly scented products like deodorant, body deodorant, or hairspray while at the Station.**
- **Smoking** is not permitted in any buildings on Station grounds. Please restrict smoking to a minimum of 20 feet from any entrance-way of a building and do not smoke in the forest. Please dispose of cigarette butts in the butt cans found around the Station and do not throw them on the grounds
- **Be Fire-Wise!** Find out where the alarm horns, fire extinguishers, and water hoses are in your vicinity. In case of a fire, call 911 and contact the Director or other staff immediately. (Emergency contacts below). If a fire alarm is going off, leave the building, alert a staff member immediately and do not disable the alarm yourself. The air-horn is the signal to assemble at the office for emergency instructions.
- **Campfires are NEVER allowed**, and can endanger the lives of everyone at the station! The Director’s permission is needed to use the barbecue pit by the dining hall.
- Drivers are cautioned to **drive safely**, with special care on Cave Creek Road and Portal Road. These roads are potentially dangerous, with blind curves, animals, potholes, stray birdwatchers, hikers, and bicyclists. Portal Road is “open range,” and cattle can frequently be found alongside or on the road.
- In a **medical emergency** go to the Main Office. If it is after 4:00 p.m. and the office is closed, go to the dining hall breezeway and call 911. Find a staff member- check the Cook’s cabins or the Resident Researcher’s cabin.
- The Station maintains a **hiking log** (in the entryway to the main house). Please register long hikes or overnight hikes on this log. We suggest that you do not hike alone but if you must, please inform the office so that we know when to expect your return.
- Please report any signs of **mice** in your room to the office right away!
- Swim in the **reservoir** during daylight hours and with at least one other person. There is no lifeguard on duty. NO diving is permitted, and no glass is permitted in the reservoir area. Children **must** be accompanied by an adult at all times.
- **Rattlesnakes** are common on Station grounds during summer months. Carry a flashlight at night and supervise young children. Watch where you put your feet. Notify a staff member if there is a rattlesnake near station buildings, so that we can move the snake to a safe area. Detailed snakebite procedures are available in the office.
- **Skunks** are very common at SWRS. They are typically easygoing, but have poor eyesight and will spray if startled. Talk to them or make a little noise as you approach so they know you are nearby. If you get sprayed by a skunk, PLEASE DO NOT proceed into your room. Take off as many clothes as possible OUTSIDE and then get directly into the shower!

VISITORS

- Guests anticipating a **visit by friends** should make arrangements for accommodations and/or meals in advance. Before inviting friends for a meal, please check with the office to make sure there is room for them, and please give us 24-hour notice. **Breakfast for adults is \$8, Lunch is \$10, Dinner is \$12**; Breakfast for children is \$5.00, Lunch is \$6, Dinner is \$7.00. Meals can be paid for in cash to the cook. If there is space, guests may stay in cabins at the standard naturalist rates. Guests who are not paying to stay at the Station may not camp on Station property (there are nearby U.S. Forest Service campgrounds). Nonresident guests **do not** have the same privileges as resident guests with respect to lab visits, pool use, etc.

Thanks, and enjoy your stay!

Emergency and After Hours Contacts

Life-threatening problems:

Call 911. If you are calling on your cell phone (which will show up on their system as non-local), say “**I need Cochise County Dispatch.**” If you are calling on a land line it will automatically go to Cochise Dispatch. They will send an ambulance from Douglas, and at the same time they will tell Portal Rescue (a volunteer organization who are closer) to come to your location. If you can, please let a staff member know what is going on after calling 911.

Geoff Bender, Director:

Lives off-site, will come up to the station for emergencies. (520) 558-1156

Michele Lanan, Resident Research Scientist:

Michele and Andrew live next door to the office in the old Reed cabin. Knock for after-hours emergencies. (520) 270-2348

Gary Wisdom, Maintenance:

Lives off-site, will come up for emergencies. (520) 558-2441

There is a land-line telephone in the dining hall porch.