





## Consequences

1. Any Access holder found to be non-compliant with this policy may have access privileges revoked.
2. Student access holders found to be non-compliant with this policy may be subject to sanction by the Dean of Students in addition to having key privileges revoked.

## Responsibilities

1. Access holders are responsible for the use and care of the location or amenity accessed and the access holder must be on site when others are present.
2. The Domain Ranger will be responsible for monitoring policy compliance.
3. The Office of Environmental Stewardship is responsible for repairs to roads and maintenance of gates.

## Procedures

1. Employees are granted daylight to dark access automatically without action on their part.
2. Students who would like access for boat launch must register their boats annually: [here](#) and agree to the terms and conditions of access.
3. Residents of the Domain will need to apply for a [Recreation Access Card](#). One card will be issued per household. Cards can be used only by persons residing in a leasehold. Upon lease transfer or renter change, access cards remain with the residence. The access card must be turned in along with keys when the tenant vacates a University rental property. The ID card will be valid for 4 years and will be renewed using the same process as when first issued a card.
4. Alumni will need to apply for a [Recreation Access Card](#). The ID card will be valid for 4 years and will be renewed using the same process as when first issued a card.
5. Organized groups, partner institutions, and approved outside researchers requests should be directed to [domain@sewanee.edu](mailto:domain@sewanee.edu).

Please report maintenance issues with access roads, firelanes, or gates to [domain@sewanee.edu](mailto:domain@sewanee.edu).

## Promulgation

The Procedure will be promulgated through:

1. Update to the Sewanee OEES [website](#)
2. New student orientation
3. Domain Kiosks
4. Email notification to relevant Faculty and Staff.

## **Implementation**

Implementation of this procedure will be through the Office of Environmental Stewardship and Sustainability, specifically the Domain Manager.

## **Record Keeping of Policy Additions or Revisions**

Previous policies, the updated policy (or new policy) and the rationale for changes will be retained by the Director of the Office of Environmental Stewardship and Sustainability and in the Provost's office for one year.

Effective Date/Approval:

10/6/2020