

## **Policies and Procedures: Use of EARL for workshops and meetings**

*Updated August 2019*

### **POLICIES:**

The primary purpose of EARL is for research and examination of physical geological specimens such as rock core and well cuttings from Kentucky.

KGS encourages the use of EARL facilities for well-planned educational events and meetings, especially those related to geology and our collection of solid geological samples, provided those activities do not interfere with overall research work.

All activities at EARL will be conducted with the safety of employees and visitors in mind, and with attention given to the security and integrity of our library collection of solid samples and the facility itself.

Use of EARL facilities and access to the library collection is free of charge for appropriate events and activities, in return for copies of data and information associated with the event.

The University of Kentucky, including EARL and the surrounding area, is a tobacco-free campus.

### **PROCEDURES AND GUIDELINES:**

#### **AVAILABILITY:**

The facility is open Monday to Friday, 8:00AM - 4:30 PM. Please try to schedule your meeting during normal facility hours, if possible, and allow time for any necessary set-up and clean-up. Set up for an event may take place on the prior workday if the room is not in use or between 8:00-9:00 AM the day of meeting. The sponsor must ensure that the meeting ends by 4:00 PM and everyone exits the facility by 4:30 PM unless other arrangements are approved in advance by the KGS Director. Sponsor must request permission from the KGS Director at least two weeks in advance if your meeting will start before or end after normal facility hours, so that EARL staff can adjust work schedules accordingly. The facilities are generally allocated on a first-come first-served basis, but ultimately are scheduled at the discretion of EARL staff and the KGS Director.

PLEASE check availability for specific dates with EARL staff before announcing the date of your event.

#### **SCHEDULING A WORKSHOP OR MEETING:**

All events to be held at EARL should have a KGS staff sponsor who accepts responsibility for adherence to all EARL policies and procedures.

A request should be submitted to EARL staff via email, clearly enunciating the KGS sponsor, intended date, estimated size, and general outline and purpose of the meeting. All specific details available and requests are welcome in this message as well. Requests should be made

as far in advance as possible to ensure space is available and adequate time is available to plan and implement all necessary details.

Permission will generally be granted if there are no conflicting activities planned for that day and time, if the KGS sponsor agrees in advance to help EARL staff with preparation and clean-up for the meeting, and these policies and procedures have been read and acknowledged.

**AVAILABLE SPACES AND EQUIPMENT:**

EARL has a classroom (room 106), which is optimal for up to 14 people maximum. The room has a computer, projector, dry-erase white-board, and phone. Chairs for up to 20 participants can be placed in the room. Personal protective equipment for visitors is also stored in this room, so staff may need to access those supplies during work hours.

The Core Viewing Room (room 104) is available for workshops and meetings that exceed 15 people, and that intend to examine solid geologic samples. The primary purpose for this room is for researchers to access and view core, so in some cases the use of the space may need to be shared, at the discretion of EARL staff. The layout of this room is flexible, and chairs and tables can be added or removed to accommodate different activities and events; the room is typically set up for core examination only.

<b>Event/Activity</b>	<b>Public presentation chairs</b>	<b>Approximate limit of viewable core boxes</b>
Core examination only (default)	0	150
Core examination + small workshop	Approx. 20	125
Core examination + medium workshop	Approx. 60	100
Core examination + large workshop	Approx. 100	75
Workshop only	(not available)	(not available)

For very large workshop-only events not involving examination of physical geological specimens, organizations are encouraged to explore other University venues or private locations to host their event.

A podium, computer, projector, screen, sound system, portable dry-erase board, document camera (pending) and web-based conferencing are available to support presentations in the Core Viewing Room. EARL has the following equipment available for workshops: 150 chairs, 24 lightweight folding tables (2.5 x 6 ft), 30 sturdy non-folding tables (3 x 5 ft), one sturdy rolling cart (2.5 x 3 ft), one binocular dissecting microscope, one binocular transmitted microscope, a digital microscope camera, primitive radiometer, handheld UV lights, limited assortment of hand lenses. Be careful not to damage or scratch the table tops or floor if moving the tables and chairs.

The facility has a small kitchen (room 109) which can be used for staging snacks and lunch for workshops and events. Guest users are expected to leave the area clean with all trash removed.

The facility has two restrooms, located at the end of the hall adjacent to the kitchen. These restrooms are not gender designated, so users are encouraged to lock the door while inside. For groups larger than 40 to 50 attendees, rental of a portable toilet will be encouraged. For groups larger than 80, rental of two portable toilets will be recommended. Portable toilets will be set up outside the building; EARL staff will determine placement on the property. All

arrangements and fees for portable toilets will be the responsibility of the organizing party. The sponsor will be responsible for making sure excessive trash is not left in the restrooms.

The atrium area can be used as a waiting area, a sitting area, and/or for attendee check-in or registration.

Other spaces in the building (equipment room, records room, main archive warehouse space) are not open to public visitors unless directly accompanied by EARL staff. Visitors will not be allowed access without a hard hat (provided) and closed-toe shoes, steel toe preferred. Guests found unattended in non-public areas may be asked to leave the facility.

#### PERSONNEL RESPONSIBILITIES:

KGS/EARL staff will provide guidance and instructions for safety, will choose and arrange appropriate furniture and layout for the event based on timely information provided by the organizing party, will operate and adjust all audio-visual technology (esp. projectors and sound system), and will move any requested core or samples to the viewing room.

The sponsor or organizing party will provide full advance communication of needs, plans, schedules, and requests to EARL staff in enough time prior to event to allow efficient and effective implementation. Any requests presented for the first time on the day of the event may not be honored, at the discretion of EARL staff. The organizing party will provide adequate staff to effectively support their own event, including instructors, registration, check-in, food management, clean-up, and parking control. The organizing party will generate all necessary printed materials for the event, and will provide at least two copies to EARL staff to be placed on file. The organizing party will make arrangements and pay for any specific rentals (such as portable toilets) needed for the safe and effective function of the meeting. After the meeting, the KGS sponsor will assist EARL staff with returning all tables and chairs to original locations, cleaning coffee pots and/or other food service items, general clean up and bagging of trash, and removing all meeting signs and materials.

#### SAFETY AND SECURITY:

At the beginning of any event with visitors to the facility, EARL staff will take a few minutes to review safety guidelines and emergency procedures with guests. All visitors must comply with safety instructions and directions given by EARL staff; anyone refusing to comply may be asked to leave the facility. In the unlikely event of an emergency, all visitors are expected to quickly and calmly follow emergency instructions provided by staff.

All visitors must sign in; a log (preferably digital as an Excel spreadsheet) of all visitors must be provided to EARL staff.

All visitors are encouraged to wear closed-toe shoes and appropriate clothing.

Once all visitors are believed to be in the building, EARL staff may elect to close the interior atrium door for security.

The finished concrete floor is slick. DO NOT lean chairs forward or backward for ANY reason or sit on the front edge of the chair. The chair will slide out from under any person who does this. DO NOT sit on the tables. Tables may turn over and cause injury.

Visitors are discouraged from leaving backpacks and bags on the floor, especially in walkways or high-traffic areas. Please use areas designated by EARL staff to store personal belongings.

No smoking is allowed at EARL.

#### PARKING:

Limited parking is available near the front door of the building. Additional building is in the gravel pad in the field north of the building. There is no fee for parking, and no permit required. Please ensure that participants do not park in areas where they block access for emergency and service vehicles, the Center for Applied Energy Research buildings, or Kentucky Utilities sub-station gate. Ask for instructions from the WS&CL staff if you are unsure.

#### TECHNOLOGY:

A projector and an audio system with two wireless lapel microphones and one lectern microphone are available. All audio-visual equipment will be activated and adjusted only by EARL staff.

A computer in the viewing room is equipped with internet access and Powerpoint. All speakers are encouraged to bring their presentations on a USB drive that can be connected to the KGS lectern computer. If a speaker wishes their presentation to be subsequently deleted, all such requests will be honored. If a speaker will need to connect a laptop directly to the projector—for example to use specialized software not available on the KGS computer—please coordinate in advance with EARL staff.

Please NOTE the projector cannot be turned back on for thirty minutes after it has been used and then turned-off.

A limited number of computer workstations at EARL are equipped for public access; please do not use EARL computers without the permission and direction of EARL staff.

Free WiFi is available to all EARL visitors. Instructions are available on posted signs or handouts.

Cell phone coverage is variable through the building. Best results for cell phone use is near exterior windows.