



# Green Mountain Club

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## Back 40 Crew Housing - House Rules

As a GMC employee you are part of a unique community. This community includes guests to GMC's Visitor Center, nonresident and resident staff and crew, and our neighbors in the greater Waterbury Center community. Respect for an individual's right to privacy and to a lifestyle relatively free of infringement requires that each of us concern ourselves with the interests of all of our neighbors. The following policies are in place to insure a cooperative, friendly atmosphere, a clean and safe environment, and respect for club property.

**RIGHTS:** As a general rule, you should understand that your rights and personal privileges extend to the point where they begin to interfere with the rights and personal privileges of your co-workers, GMC volunteers, and our neighbors in the Waterbury Center community.

**QUIET TIME:** After 9 PM until 6:30 AM is quiet time. Please respect the rights of your fellow staff members as well as the folks who live in the neighborhood around us.

**CLEANLINESS:** Your co-workers will appreciate your assistance in keeping common areas and bathrooms tidy. Your cabin or tent is your personal responsibility and must be kept in a presentable manner. Please be considerate of your roommates' needs. Hallways and common spaces are to remain clutter free. See your Field Supervisor, the Director of Trail Programs, or Facilities Manager for storage of large items. The Back 40 is NOT the place for long-term storage of all of your possessions, as we have very limited storage space. Please bring only what you'll need for the field season, and take everything with you when you move out. Personal possessions left at the 40 after the end of the field season will be disposed of.

**MUSIC:** While you have the right to listen to your choice of music, the volume should not be so loud as to disturb your coworkers or our neighbors - music played in the Back 40 should not be audible from the parking lot.

**CONSERVATION:** Conserving energy and other resources is an obligation for a conservation organization like GMC. Conservation starts at home. Please help us conserve heat and electricity by being mindful of lights on that should be off and windows open that should be closed. Participation in GMC's recycling and composting program is required.

**FIRE SAFETY:** All flames, smoking, heaters and storage of flammable liquids are prohibited in crew quarters for fire safety reasons. Please do not cook in your cabins or tents. Smoking is prohibited in all GMC buildings. All doors and hallways must be kept clear to ensure emergency egress. Nothing is to be stored in hallways.

**PETS:** Pets are not permitted to live at GMC. Visiting pets must be under direct supervision (line of sight and restraint) and are not permitted in kitchen/food preparation areas or in the Visitor Center.

**VISITORS:** Your visitors are always welcome so long as they do not interfere with your work, GMC operations or the privacy of others. The length of stay for overnight visitors is 1 night. **Overnight visitors are allowed to stay in crew quarters only with the permission of your Field Supervisor, Director of Trail Programs, or the Facilities Manager.**

**INSPECTION:** Management respects an individual's right to privacy but reserves the right to inspect any of GMC's facilities at any time for health, safety, and security purposes. Non-emergency inspections will be conducted by a least two authorized individuals. Personal locks on cabins are not permitted.

**VEHICLES:** Your vehicle must be properly licensed and currently inspected. Please park in designated areas and cooperate with all parking guidelines to facilitate trash/recycling removal, lot management, and snow removal operations. The Back 40 and Middle parking lot speed limit is 5 mph and Cabin Lane is 20mph. Bicycles must be stored outside. Vehicles may not be "stored" at GMC after you leave. Any vehicle left behind will be towed to a junkyard at the owner's expense.

**PERSONAL POSSESSIONS:** Please be aware that others may have unauthorized access to your property. Cash and valuables are especially vulnerable. Your possessions are not covered by GMC insurance. You may choose to purchase "Renters Insurance" to cover any potential loss.

**CONTROLLED SUBSTANCES:** The use, sale, purchase, transfer or possession of an illegal drug while on GMC property or business is prohibited. Consumption of alcoholic beverages by minors is prohibited. These are criminal offenses and employees are subjected to dismissal for violating them. Even when legal (over age 21) and permitted, the consumption of alcohol at any GMC facility must be done with common sense, discretion, and a clear awareness of the public nature of our facilities and organization. Consumption of alcohol while on duty during work hours will result in prompt termination of employment.

**WEAPONS:** Possession and discharge of fire arms, explosives (including fireworks) and all other weapons by GMC employees or guests on GMC property at any time, without authorization by the Facilities Manager or Executive Director is not permitted. Violation of this policy is grounds for immediate termination of employment.

**RESTRICTED AREAS:** the Visitor Center is primarily for our guests and volunteers and should not be considered an area for crew socialization. Quiet time must be respected. Locked areas of the Visitor Center and the porch are restricted during Quiet time (9 PM to 6:30AM). Staff offices are off limits after business hours. Please be sure to leave these areas promptly so staff can close up and depart on time.

**ARRIVAL/DEPARTURE:** Housing is provided on the condition of employment. It should be understood that an employee will arrive in time to assume job responsibilities and leave upon termination. Due to limited space, employees may be asked to arrive or depart the first or last day of employment. Such timing will be determined with the Director of Trail Programs and Facilities Manager. Employees will be responsible for their room and board for Any and all days that they inhabit the housing area. If any employee is terminated, they will be required to depart immediately.

**SECURITY PROTOCOL:** GMC has a security protocol which should be issued to you with your new hire papers. You will be issued security system access codes for GMC facilities related to your work. Any at all violations of the Security Policy is grounds for disciplinary action including termination.

While the management of GMC believes wholeheartedly in the policies described herein, the right is reserved to modify, resolve, suspend, or terminate any or all such provisions in whole or in part, at any time with or without notice. This policy is an addendum to other policies not stated herein, and is not to be taken as a substitute for them. Failure to comply with this policy is grounds for disciplinary action including termination.

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Employee Signature

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Print Name Clearly

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Date