

ONSC Protocol

**An ONSC staff member will be the host during your visit. Upon arrival your host will greet and help you with any needs you may have. Any questions or concerns should be passed through your host.

**In Room #1 of each lodge there is a hand radio for communication between lodges and host. The host is your "24-hour duty" liaison and remains on-site throughout your visit.

**There is a telephone in the Education building hallway for credit card/calling card use if you need to call home or business. Your host will give location and directions during orientation.

**If you have ANY dietary preferences, restrictions, or allergies, inform your organization's coordinator IMMEDIATELY so that he/she may inform the Facilities Manager at ONSC.

**NO domesticated animals are allowed on ONSC property.

**Smoking is PROHIBITED in and around the buildings and on trails due to fire hazards. and is restricted to the Lewis Pavilion and the end of the Education Building walkway gravel. Please dispose of cigarette butts in proper receptacles.

**NO food or drinks in the cabins. Eating is confined to the dining hall of the Ewing Centre only. If you bring extra snack food, please keep it in the dining room.

**Please respect the natural integrity of ONSC and the campus. This includes buildings, the 86 acres of ONSC property, and the 400 acres of the Bear Hollow Natural Area. Any vandalism will be noted and reported to the Madison County Sheriff.

**Meals are served buffet-style and you are responsible for your own personal space. We compost all our food waste, so please help the environment and ONSC by following instructions that will be given to you by your host. Meals are served on a timely basis to comply with kitchen and your organization's schedule. It is in your best interest to be on time for meals, and to remember there is usually one serving per person.

** Please place all recyclable cans, bottles, and glass in the containers provided by ONSC.

**ONSC buildings are shoe-free environments. Please bring slippers or other soft shoes for these areas. NO BARE FEET.

**Alcoholic beverages are your responsibility should you choose to provide them. Please recycle the containers. Use alcohol responsibly-anyone behaving inappropriately will be dealt with professionally and firmly.

**In the event of fire, groups will be alerted by air horn and radio, then instructed to proceed to the Ewing Centre basement. If the Ewing Centre is in danger, the group will be instructed to proceed to the Lewis Pavilion.

**In the event of a tornado, the group will be alerted, then instructed to proceed to the Ewing Centre basement.

**Please plan to have gear packed and out of the cabins at 8:00 am the day of your departure. We frequently have different groups on site seven days a week and must clean as soon as possible while simultaneously serving the needs of your group. We appreciate your cooperation.

**The Site Manager will set the thermostats for all lodges prior to your visit. If your group is uncomfortable with the temperature setting, please read all instructions above the thermostat before it is adjusted.

ONSC is **NOT responsible for personal belongings left behind or lost in the buildings or on trails. Lost and found articles will be returned to you at your request and expense.