

Gate Key and Road Use Policy

Purpose

The University governs its operations through ordinances, policies, procedures, and guidelines. This procedure describes the rationale, procedures, rules, and expectations for operation of access gates on the Domain and the use of gated access roads and firelanes. This policy ensures that emergency response teams have quick and reliable access to all areas of the Domain and that students, faculty, and staff can access remote areas of the Domain as needed in a safe and responsible fashion.

Scope

Policies apply to faculty, staff, students, their guests, partner institutions, and other members of the University community.

Definitions

Term	Definition
Gate	Any locked road barrier on the Domain of the University of the South, except those gates associated with Facilities Management.
Master key	Single key to operate all gate locks on the Domain.
Change key	Key capable of opening a single gate or subset of gates only. Standard key issued to faculty, staff, students, or community members.
Access road	Any normally gated private roads on the Domain used to access improvements or facilities.
Fire lane	Any of the normally gated forest roads throughout the Domain built and maintained for fire prevention and emergency response.
Key holder	Any member of the faculty, staff, student, or community who has been issued a key pursuant to this policy.
Lock	Any padlock issued by Facilities Management used to secure Gates, as defined above, as well as locks securing gates generally used by Facilities Management located in areas that may require emergency access by Fire or Police. All Locks are subject to the AA master.

Policy Statements

Who may request a gate key?

1. Any faculty or student with research or class needs. Students must have a faculty or a staff sponsor for key request.
2. Staff who need a key to carry out their job duties.

3. Non-university affiliated community members who need access across University property to access adjacent properties. (This option requires execution of key permit application and liability release.)
4. Any faculty, staff, student, or local community member requesting short term access to recreational amenities, pursuant to the recreational access policies.

Who may issue a gate key?

1. Domain natural resource manager
2. Domain ranger
3. Sewanee Police Department

General Regulations for key and road use

1. Gate access is granted to key holder only. Key holder may not allow others to enter gate, except as is expressly permitted by key issuer.
2. Gate access is granted only for the purpose specified. Use of key for access for a purpose other than request is prohibited and will result in revoking of key privileges.
3. Gates should be closed and locked at all times. Key holder should lock gate behind him/her. (Note: This does not apply to Facilities Management gates during regular business hours.)
4. Vehicles must stay on road at all times.
5. Maximum speed limit on access roads and fire lanes is 10 m.p.h.

Consequences

1. Any non-university affiliated key holder found to be non-compliant with this policy will have key privileges revoked.
2. Student key holders found to be non-compliant with this policy will be subject to sanction by the Dean of Students and may have key privileges revoked.
3. Lost keys will be subject to \$75 key replacement fee.

Responsibilities

1. The key holder is responsible for the key and for anyone accessing a gate while with the key holder.
2. The Domain ranger will be responsible for monitoring compliance with this policy by users.
3. The Office of Environmental Stewardship and Sustainability (OESS) is responsible for repairs to roads and maintenance of gates.

Procedures

1. All potential key holders must apply online [here](#).
2. The Domain natural resource manager must approve all applications.
3. Once the application is approved, applicant will be notified via email of time to pick up their key.

4. Key must be returned to OESS office by return date.
5. Employee and student key holders who fail to return their key in a timely manner will be charged \$75 to their Banner account.

Please report any maintenance issues with access roads, fire lanes, or gates to domain@sewanee.edu.

Promulgation

The procedure will be promulgated through:

1. Updated on the Sewanee OESS website (link);
2. 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 natural resource 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 Environmental Stewardship and Sustainability and in the Provost's office for one year.

Effective Date/Approval

This policy follows the University Policy Framework adopted in 2015

Effective Date: June 1, 2017