

# Domain Gate Key and Road Use Policy

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## Purpose

This policy describes the rationale, procedures, rules, and expectation, for operation of access gates on the Domain and 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 PPS administrative complex.                         |
| 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 road on the Domain used to access improvements or facilities.  |
| Firelane    | Any of the normally gated forest roads throughout the Domain built and maintained for fire prevention, emergency response forest management, or recreation. |
| Key Holder  | Any member of faculty, staff, student, or community who has been issued a key pursuant to this policy.  |

## Policy Statements

### Who may request a gate key

1. Any faculty or student with research or class needs. Students must have a faculty or staff sponsor for key request.
2. Staff who need a key to carry out their job duties. (Supervisor may be asked to corroborate need.)
3. Non-University affiliated community members who need access across University property to access adjacent properties. (This option requires execution of separate key permit application and liability release.)
4. Any faculty, staff, student, or local community member requesting short term access to recreational amenities.

### Who may issue a gate key

1. Domain Manager
2. Sewanee Police Department

### General Regulations for key and road use

1. Gate access is granted to key holders' only. Key holders may not allow others to enter gate except as is expressly permitted by key issuer.

2. Gate access is granted only for the purposes specified in the request. Use of a key for access for purpose beyond a specified request is prohibited.
3. Gates should be closed and locked at all times. Key holders should lock gates behind them.
4. Vehicles must stay on the road at all times.
5. Maximum speed limit on access roads and firelanes is 10 mph.
6. Any vehicle blocking a gate is subject to towing at owner's expense.

## Consequences

1. Any non-University affiliated key holder found to be non-compliant with this policy may have key privileges revoked.
2. Student key 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.
3. Lost keys will result in a \$75 key replacement fee.
4. Any key holder failing to return key in timely manner will be charged \$75 to Banner account.

## Responsibilities

1. Key holders are responsible for the use and care of the location or amenity accessed by key (for example the forestry cabin) and the key 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. All potential key holders must apply for access online [here](#), or be issued a day use key from the police dispatch.
2. The Domain Manager must approve all applications except day use keys issued by police dispatch.
3. Once an application is approved, applicant will be notified via email as to when a key can be picked up.
4. Key(s) must be returned to the Domain office by the specified return date.
5. The Domain Manager will assess a \$75 fine to an individual's Banner account for failure to return a key in a timely manner.

Please report and 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 Domain website (<http://www.sewanee.edu/offices/oess/>)
2. Email notification to relevant Faculty and Staff.

## Implementation

Implementation of this procedure will be through the Office of Environmental Stewardship, 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 Domain Manager and in the Provost's office for one year.

Effective Date/Approval: May 1, 2016

This policy follows the University Policy Framework adopted in 2015