Facility Information Sheet

Who can use the facility?
The Goshen College Marine Biology Laboratory and dormitory in Layton, Long Key, Florida, is utilized for:

- Housing and research for college, graduate, and high school students and faculty who wish to do marine studies in the FL Keys.
- Housing for Goshen College employees (such as Admissions and Development personnel) who are doing college work in the Florida Keys or maintenance at the facility.
- For rest and relaxation for current and retired Goshen College employees.

Directions to the facility
- From Miami head south on Highway 1. At mile marker 68½ turn left on the first street in Layton (South Layton Drive). The facility is the first building on the left, 131 S. Layton Drive.

Living area
- The maximum capacity at the facility is twenty-four (24) persons.
- Side A accommodates a total of 14 people and contains: a) one large bedroom which sleeps 10 persons with five bunk beds, b) a smaller bedroom with two bunk beds that sleeps four, c) one large bathroom with 2 showers and 2 toilets and 3 sinks, and d) a fully-equipped kitchen and dinette, including dishes, flatware and cookware.
- Side B accommodates a total of 10 people and contains: a) one large bedroom which sleeps 10 persons with 5 bunk beds, b) one large bathroom with 2 showers and 2 toilets and 3 sinks, c) a large living room-dining room combination, and d) a fully-equipped kitchen and dinette, including dishes, flatware and cookware.

Laboratory and research space
- Users are encouraged to make use of the outdoor wet-lab and C.F. Bishop Laboratory on the ground floor. The wet-lab is comprised of circulating water tanks that allow for temporary observation of specimens. The lab facilitates lectures and laboratory investigations. Residents may use the GC kayak, collecting buckets, and taxonomic keys for species identification.

Costs
- As a primarily educational facility, users are expected to contribute toward the operational costs of the facility: 1-2 persons ($90 daily); 3-4 persons ($120 daily); each additional person ($28 daily). Children 12 and under ($6 daily).
Reservations
A master calendar is maintained by the Department of Biological Sciences at Goshen College. Persons interested in using the facility should email a completed Reservation Form (click here or visit the following website: http://www.goshen.edu/biology/facilities/marine-biology-laboratory/) to Dr. Ryan Sensenig rlsensenig@goshen.edu. The request must be approved by the College and confirmed in writing for the reservation to be valid. Most reservations are made well in advance.

A deposit equal to one day's contribution is payable in advance of arrival at the facility and is required to complete the registration process. (The deposit will be refunded if reservations are canceled within 30 days of scheduled occupancy). Checks should be made payable to Goshen College and sent to the Department of Biological Sciences (address is below). The deposit will be refunded when verification is received that the facility has been left in acceptable condition, regulations regarding behavior were followed, and no breakage or damage has occurred.

A Certificate of Insurance, naming Goshen College as an additional insured during the rental period, is required to confirm your reservation.

Reservation Check-list
Email the following documents to Ryan Sensenig (rlsensenig@goshen.edu)

Before you leave → Making a Reservation
- Email completed Reservation Form to Ryan Sensenig
- Fax or email a scanned copy of Certificate of Insurance from your institution
- Mail a check to cover the security deposit to Ryan Sensenig, Department of Biological Sciences, 1700 S. Main St., Goshen, IN 46526

Upon your arrival → Getting settled
- Upon arrival call Skip Haring - 305-664-4746 (home) 305-481-7920 (cell) to obtain keys
- Upon arrival, turn water “on” at the main (located on the north porch) and record the water meter reading on your Checkout Form

Before you depart → Cleaning, locking up, and returning the Check-out form
- Complete the Checkout Form and email to Ryan Sensenig (rlsensenig@goshen.edu)
  - Include your final water reading and turn water “off”
  - Note the final count of how many persons used the facility
- Leave keys on the dining room table and alert Skip Haring to your departure.

If you have additional questions, please contact:
Ryan Sensenig
Associate Professor & Chair of Biological Sciences Department
Goshen College
1700 S. Main St., Goshen IN, 46526
e-mail: rlsensenig@goshen.edu
office phone 574.535.7489
cell phone 574.538.9071
User information and regulations

1. As a research lab, the facility requires your active involvement to maintain and improve its usefulness
   a. Users must furnish their own bed linens (single-bed size) and towels. One bedspread and pillow per bed is provided.
   b. Use cell phones for all calls from the facility – there is not a landline.
   c. Wireless internet is available at the facility and is included in the cost of rental.
   d. Trash and recycling pick-up guidelines are posted on the bulletin board and must be followed.
   e. Water for use in the Keys comes from the mainland and is very expensive. It is expected that the group leader will discuss ways to minimize water usage with the group, and that all users will make efforts to restrict water use. Please help us conserve water. See the Water Use Rationale and Policy posted in the facility for further information. Record the water meter readings before and after your group leaves on the check out sheet.
   f. Please do not leave personal equipment behind at the facility.
   g. Visiting groups may use the following equipment: kayak, life vests, & paddles; buckets and bins on Rubbermaid shelf; flow tanks and water tables on the north porch; identification guides on the shelf in the rear of the lab; tables, chairs, chalk boards, and dry-erase boards in the lab.
   h. Equipment located in the white storage cabinets belonging to Goshen College or its collaborators is not available for use.

2. Goshen College standards apply to the Marine Biology facility. This means that alcohol, drugs and tobacco may not be used on the premises. A copy of the Goshen College Standards will be provided to all contact persons, and is available on the website.

3. Since our facility is located in a residential area (see History) renters using the facility should strive to be good neighbors to local citizens. This involves keeping the grounds clean and being respectful of Layton residents’ when walking and exploring.
   a. Boaters must follow local and state rules for Zane Grey Creek. Noise and speed are especially offensive to the citizens of Layton.
   b. Swimming in Zane Grey Creek (including jumping off the dock!) is not allowed. If your group is doing research in the creek, snorkeling is allowed but all persons must have a dive flag.
   c. All codes and ordinances of the city of Layton must be observed. In particular, the citizens of Layton are concerned about noise pollution. Shouting, loud radios and TVs are not permitted while at the facility. Between the hours of 10pm and 8am, "it is unlawful for persons to make, continue, or cause to be made or continued, any noise which either annoys, injures or endangers the comfort, repose, health or safety or a person within the residential district of the city."
   d. Please park your vehicles in the rear of the building. They should never be parked outside the fence along the road.
   e. Please do not hang towels and wet bathing suits on the porch railings. Please use wash-lines and/or the drying racks in the bathrooms.
CONTACT INFORMATION IN LAYTON

Skip Haring, a Layton resident, provides local supervision of the facility. He will make keys available upon arrival, provide whatever assistance and information is needed during the stay, and verify the facility was left in good condition. Please contact Skip prior to your arrival to make arrangements to pick up the keys.  

skipharing@juno.com  
305-664-4746 home  
305-481-7920 cell

Report any problems during your stay to Skip. If he cannot be reached in a timely manner, please notify Clay Shetler, GC Director of Facilities: office (574) 535-7351, home (574) 533-7494, cell phone (574) 238-6177 or Ryan Sensenig, J.N. Roth Marine Biology Station Director, cell: 574-538-9071.