

**Keys Marine Laboratory**  
**PO Box 968**  
**Long Key, FL 33001**  
**(305) 664-9101 fax (305) 664-0850**

**WELCOME ...**

We are all dedicated to making your stay a pleasant and productive experience here at KML. Our years of experience accommodating research groups has helped us formulate a basic guideline to ensure a positive experience for you, us, and other visitors. You will enable us to serve you better by following the guidelines below:

1. Be considerate of others' experiments. **Ask before adjusting valves, lifting tank covers, reaching into tanks or otherwise disturbing experiments.**
2. This facility is **not open to the public** - please make arrangements with us before inviting anyone to visit or stay here. We will be happy to oblige whenever we can.
3. **Long distance phone calls can be made only with the use of a calling card.** The phones in the dorms are not enabled for long distance except with a calling card...inquire in the front office regarding an available phone for making your long distance call if you do not have a calling card.
4. **Incoming calls ring in all the dorms.** Please ensure appropriate consideration to avoid disturbing other visiting groups. We suggest **NO incoming calls past 11pm**. Also, if you answer the phone and do not know the person being inquired for, please hang up and allow the other dorms a chance to pick up. Multiple groups may be onsite at one time.
5. **NO ALCOHOLIC BEVERAGES** allowed on state property.
6. **Recreational fishing or lobstering is NOT permissible from our boats OR from our shoreline at the lab.** (FYI...Saltwater fishing licenses are required for any recreational fishing in Florida waters.)
7. There are logs provided for tracking gas, air fills, copy machine, and computer lab use. **Please complete the logs as you use the services to avoid estimated charges on your invoice.**
8. The **gates are to be closed and locked every evening for security** reasons. The combination for the locks, which changes regularly, is provided upon check in. If you notice the gate open after hours, please close and lock it.
9. **Experiments** conducted on the property **must be disassembled and removed prior to your departure.** You must contact the office if you require assistance or are unable to remove your materials. **All chemicals must be removed upon departure.**
10. Phone messages, faxes, mail, FedEx shipments, etc. will be held in the office. **Please check the message board daily during office hours 8am-5pm for your messages.** If you are expecting many phone calls and cannot receive them in the dorm after office hours, please make other arrangements (e.g. bring your own cell phone). This will avoid burdening the office staff with excess calls and messages. **In an emergency we will locate you on the property.**
11. When departing, **please leave the dormitories cleaner than you found them. Blankets, pillows and spreads stay on the beds** - remove and separate dirty linens into bags provided and bring them to the laundry room.
12. **Empty all trash into the dumpster** inside the white chain gates – see map displayed in dorms. **Recycle containers** are located inside the gate behind the dumpsters. Please Recycle!
13. **Wash all dishes and return** to the proper places.
14. **Cleaning supplies are provided** in each dorm (brooms, mops, cleaners, etc.). **Please use them. Failure to clean dorms will result in a cleaning charge being assessed to your final invoice.**  
*(We will conduct mandatory check-in and check-out inspections to ensure adherence to our guidelines)*
15. **Return all borrowed gear/equipment** to proper places and **notify a staff member.**
16. **NO PETS** - no kidding.
17. **NO SMOKING in the DORMS, CLASSROOM, LABS OR OFFICES** or any buildings on the property...it is STATE POLICY. If you must smoke, do so **outside in designated areas ONLY.**  
***Your cooperation is greatly appreciated! ☺ THANK YOU!***