

# **PARI Visitor Policies and Procedures**



**As approved by the PARI Board of Directors  
November 15, 2008**

## **PARI's Mission:**

PARI offers research and educational opportunities in radio and optical astronomy, and in the related disciplines of physics, math, engineering, environmental studies, chemistry and computer science. Our goal is to become a recognized center for world-class research, while providing educational opportunities for all levels of students: K-12, undergraduate, graduate and post-doctoral. PARI's mission is to promote science and excite the imagination; to become a place where researchers can try unconventional ideas, where pure research combines with practical application, and where people can begin their education and be inspired to continue.

## **Introduction:**

Welcome to the Pisgah Astronomical Research Institute (PARI). We are glad that you are on our campus.

Safety and Security are primary concerns at PARI. To maintain the proper level of safety and security for everyone at PARI, we operate using certain policies and procedures. There are specific safety concerns associated with our facilities and instruments. Because we host many visitors, including young people, we must know who is on campus at all times.

As a frequent visitor to PARI we ask that you review the following policies and procedures and fully comply with them all.

Once you have reviewed these policies and procedures we would like for you to complete a form that indicates that you understand them. We would also like to collect emergency contact information to have on record.

### **Visitor Sign-In:**

PARI needs to maintain records of who is present on site at all times. Visitors must sign in at the front desk of Building One when they arrive on campus. They must sign out upon leaving campus. It is imperative that all visitors follow this procedure so that PARI staff is aware of who is on campus in the event of an emergency.

### **Following PARI Staff Instructions:**

All visitors must fully comply with the instructions of PARI staff. This is particularly true with regard to the use of our various instruments. Failure to follow this policy will result in the visitor be escorted from the campus and they will not be allowed to return.

### **Background Check:**

Frequent visitors acknowledge that PARI may conduct criminal background checks on frequent visitors to protect the safety and security of our guests. They agree to supply information necessary to conduct a check. Information provided by visitors will be handled and stored confidentially.

**Computer Usage:**

Anyone bringing a personal computer onto the PARI campus must receive permission from the Director of Information Technology prior to connecting to PARI's network. The Director of Information Technology may require a virus scan to be performed.

Wireless Networking Devices are not allowed on the PARI campus.

Data stored on PARI computers is considered to be PARI property. PARI proprietary data, software and other work product should not be taken off-site without the approval of the Vice President of Administration and the Director of Information Technology. A visitor's connection to the internet via the PARI network does not imply an expectation of privacy.

Visitors must register their computer and other electronic equipment when they sign in.

**Smoking:**

PARI is a non-smoking environment. Smoking is not permitted on site.

**Alcohol and Drugs:**

The use of illegal drugs is not permitted at PARI. The use of alcohol will only be permitted at PARI during sanctioned events that are approved by the President in advance. Otherwise, the use of alcohol at PARI is not permitted. Anyone suspected using drugs or alcohol will be asked to leave PARI campus.

**Firearms:**

Firearms are not permitted on the PARI campus.

**Fire Alarms:**

In the event that the fire alarm system sounds all visitors need to leave the buildings and retreat to a safe location. PARI staff is automatically notified of all alarms 24 hours each day, seven days a week. The staff will respond to all alarms and take all appropriate actions.

**Pets at PARI:**

Pets are not allowed on the PARI site.

**Maintaining a Proper Research Environment:**

Research at PARI requires that special attention be given to lights and electromagnetic radiation on the site. PARI employees and frequent visitors are required to do everything possible to maintain the site free of RF transmissions. At times, the use of non-diesel vehicles may be prohibited at PARI. Also the use of white flash lights or automobile lights at night may be restricted.