

Gannett House Rules

Site Supervisor: Kurt Holmes. Hours: M-F, 8am-4:30pm. Cell phone: 585-281-9224

Request Gannett House reservations at gannethillreservations@mail.pas.rochester.edu.

The following rules are enforced strictly. Their violation may result in revocation of Gannett House and Mees Observatory privileges.

For house security and your safety:

- Keep the gate at the entrance closed and locked. The gate should be locked all night.
- Keep all doors locked overnight and upon departure. Learn how locks function, especially the those on the glass doors in the living room.
 - Pay special attention to double patio doors: one has to pull up on the door handle, in order to enable its deadbolt-like lock. Test these doors to make *sure* they are locked.
- No fires – including barbecues -- are permitted at any time, in the Gannett House or anywhere on the observatory grounds. No smoking is allowed in the Gannett House.
- The house thermostat should be set no higher than 68°F.
- All grounds-keeping and scientific equipment in the Gannett House basement is **strictly off limits**.
- **Fire Extinguisher Instructions:** Pull the Pin, Squeeze the Handle, Aim, Sweep Base of Fire, Remove/Escape, Call 911.
- **Winter Rule:** Snowplowing and salting will not take place on weekends. If you are staying for the weekend, you must, by Friday afternoon, have sufficient supplies to last until Monday. You may not drive on the grounds, even to leave, if the driveway or roads are snow-covered or icy.
- **In emergency, call:**
 1. 911
 2. Kurt Holmes: 585-281-9224
 3. Dan Watson: 585-414-1004
 4. Barry McHugh: 585-766-3523

Keep the house clean:

Our department is responsible for maintaining the Gannett House; we do **not** have a cleaning staff. So unless you have made special arrangements,

- Clean/wipe all tables before you leave (using soft cloth, not scrubbing pads).
- Ceran stovetop needs to be cleaned after each use (wait until cooled).
- Minimize furniture moving. Replace to original positions before departure. Do not take any furniture outside the house.
- Do not use any bedding outside the house.
- Carry In / Carry Out
- In June-August only use upstairs bathroom/shower. Downstairs bathrooms need to remain clean for summer public observatory tours.

Parking:

- Weekdays 8am-4:30pm: parking spaces in front of garage doors must be kept clear for equipment entering/exiting.
- Weekends during summer public tours: parking spaces should be kept clear for tour guides to use.