8th Annual Imagine RIT: Innovation & Creativity Festival

Volunteer Training Manual

Saturday, May 2, 2015
10 a.m. until 5 p.m.
Rain or shine, free and open to the public

Day of Festival Contacts:
Dispatch for Exhibitor/Visitor Questions: (585) 475-7856
Public Safety: (585) 475-2853
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Thank You!
Thank you for volunteering for Imagine RIT: Innovation and Creativity Festival. Our visitors repeatedly share with us that you are their number one source of information to help them navigate the campus and find the exhibits they most wish to see. People are always our greatest asset and we appreciate your time and effort on this tremendous day for RIT and the Rochester community. Your friendly demeanor and excellent volunteer service enables our visitors to get the most out of their Imagine RIT experience.

General Festival Overview
Our eight annual festival is free and open to the public (rain or shine) and begins promptly at 10 a.m. But expect early birds if you are a morning volunteer! We strongly encourage our exhibitors to remain set up and actively engaged until the end of the festival, which is 5 p.m. If your volunteer shift is at the end of the day, please be prepared to finish at 5:15 or 5:30 p.m. as our visitors may need assistance finding their way back to the correct parking lot or shuttle stop.

The mission of Imagine RIT is to showcase the innovative and creative spirit of RIT students, faculty and staff. We do not allow individuals or groups outside RIT to exhibit without direct involvement by current students, faculty or staff. This criterion sets us apart from other innovation and creativity festivals across the country.

A secondary objective of Imagine RIT is to create a fun, engaging learning environment that attracts people of all ages, but in particular K-12 students in our community. Our hope is that these young minds will discover areas of study and career paths in the STEAM disciplines (Science, Technology, Engineering, the Arts, and Math) and that they will be encouraged to pursue a college education.

Parking
Parking for all visitors, including volunteers, is available on a first come, first served basis on the RIT campus. Handicapped parking is available in Parking Lot D. This is also where our VIP’s will park with a special pass.

There is also a shuttle service from parking lots H and J on the campus of Monroe Community College (MCC) that will run continuously beginning at 8:00 a.m. (first bus leaving MCC) until 6:00 p.m. (last bus from RIT). For volunteers of the midday and afternoon shifts, we highly recommend using this shuttle service in case lots are full when you arrive. The shuttle will drop volunteers off in the bus loop (Gleason Circle) on the south side of campus near Parking Lot U at RIT.
Volunteer Check-In Locations
Please arrive at volunteer check-in at least 15 minutes before the start of your shift – add 15 minutes to your travel time if you plan to use the shuttle service from MCC (see Parking on previous page). Also, if you have a late afternoon shift, you may want to add extra time to use your meal card and eat prior to your shift.

<table>
<thead>
<tr>
<th>Assigned Location</th>
<th>Volunteer Check In Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Volunteer Check In (if you assignment area is not listed below)</td>
<td>Eastman Hall Lobby – Building 01</td>
</tr>
<tr>
<td>People Mover Drivers</td>
<td>Do not report to the main check-in above. Check In with Adam Petzold at golf cart staging area, which will be on the south side of the Student Alumni Union (closest parking in U Lot).</td>
</tr>
<tr>
<td>B. Thomas Golisano College of Computing and Information Sciences</td>
<td>Golisano Hall – Office of the Dean</td>
</tr>
<tr>
<td>College of Health Sciences &amp; Technology</td>
<td>CBET (Bldg. 75) – Lobby</td>
</tr>
<tr>
<td>College of Applied Science &amp; Technology</td>
<td>CAST Engineering &amp; Technology Hall – Lobby</td>
</tr>
<tr>
<td>College of Imaging Arts &amp; Sciences</td>
<td>Frank E. Gannett Hall – Neblette Conference Room 1104 1104</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>Liberal Arts Hall – Faculty Commons</td>
</tr>
<tr>
<td>College of Science</td>
<td>Thomas Gosnell Hall – Dean’s Office Room 1102</td>
</tr>
<tr>
<td>Saunders College of Business</td>
<td>Max Lowenthal Hall – Lobby</td>
</tr>
<tr>
<td>Kate Gleason College of Engineering</td>
<td>James E. Gleason Hall – Student Services Office 2203</td>
</tr>
<tr>
<td>National Technical Institute for the Deaf</td>
<td>Student Alumni Union – Fireside Lounge</td>
</tr>
<tr>
<td>Alumni Oasis</td>
<td>Alumni Oasis – Gene Polisseni Center</td>
</tr>
</tbody>
</table>

Weather – What to Expect
May 3, 2014: cool with a morning sprinkle, then sunny with few clouds in the high 50’s

May 4, 2013: cool temperatures in the morning, sunny and warm afternoon in the mid 60’s

May 5, 2012: a cool morning, breezy, then sunny and warming into the mid 60’s

May 7, 2011: a morning sprinkle, then sunny and in the mid 60's
**What to Wear**
Please wear your free Imagine RIT Volunteer T-Shirt on the day of the festival. If you are not able to pick up your shirt ahead of time, it will be waiting for you at your check-in location on the day of the festival. Please do not wear a volunteer shirt from a previous festival since the sponsorship information on the backside will be outdated.

It is best to wear sneakers or a comfortable and practical pair of shoes. It is highly recommended that you leave your valuables at home. In case of inclement weather, we have plastic rain ponchos as well as volunteer buttons that you can place on a jacket or sweater.

**Pleasant Encounters - Customer Service Tips**
Look approachable. If things are slow and you are engaged in a conversation to pass the time, you still need to be aware of your surroundings. If you look “busy” guests may hesitate to “interrupt” you.

Turn on your charm. Feeling tired? Answered the same question 10 times already? Just keep smiling. Make eye contact and use a friendly voice. Fake it if you have to – it will make you and our guests feel better.

Is your guest satisfied – did you answer their question? If they look hesitant or unsure, just ask, “Have I answered your question?” “Is there something else I can help you with?”

**Volunteer & Exhibitor Lunch**
Meal cards will be distributed at your check-in location on the day of the festival. You should have previously chosen from one of two meal options during volunteer registration.

**Dinosaur Bar-B-Que:** Includes a pulled pork sandwich, a piece of fruit or chips, and a bottle of water. The free Dinosaur luncheon will occur from 11 a.m.-4 p.m. outside the Gordon Field House near the track/parking lot D. There will be a large tented seating area adjacent to the Dinosaur stand.

**RIT Dining Services Location:** Meal card of $7 value to be used at any RIT dining location, including outdoor tents but excludes Gracie’s. The card is one time use only and will need to be relinquished at the register. Any meal that exceeds $7 will require the difference to be paid.

**Important Phone Numbers**
For any exhibit/logistics questions please contact our dispatch center at (585) 475-7856 between 8:00 a.m. and 5:00 p.m. Contact Public Safety for General Business requests at (585) 475-2853 or Text 205-8333. For emergencies, call 475-3333. Public safety can also be reached at AOL username RITPUBLICSAFETY. Public Safety will have an Imagine Festival radio for use but will only be used to broadcast an Emergency message. Please contact them via phone for all inquiries or requests for service. In the event of a campus wide Emergency, the RIT Alert system will be utilized. Please go to http://emergency.rit.edu/ for more information and to enroll if you have previously dis-enrolled.
The RIT Department of Public Safety recently launched a Public Safety app for Apple and Android Smartphones. The official RIT Public Safety app can be downloaded for free at the Apple App Store or on Android Google Play.


Some volunteer locations will have access to two-way radio communication and this can be used as a quick way to obtain additional materials at your volunteer location or to get answers to visitor questions.

Print Program
Visitors will receive a print program and a free, orange reusable tote bag as they arrive at Imagine RIT and pass through one of seven Welcome Tents lining the perimeter of campus.

The print program is designed to be one of several tools to navigate Imagine RIT. Please be sure to familiarize yourself with this year’s print program so that you can answer questions about it.

The print program does not contain information about every exhibit at the festival. A full list of exhibits may be found online at www.rit.edu/imagine.

The list of exhibits in the print program is color-coded to correspond to the map on the reverse side of the program. Colors represent zones that correspond to RIT’s nine colleges and areas of study (as closely as possible). Here is a breakdown of zones with the building names and their acronyms that are within each:

- **Green Place**
  - Louise Slaughter Hall (SLA) – Center for Integrated Manufacturing Studies (CIMS)
  - Sustainability Institute (SUS) – Golisano Institute for Sustainability (GIS)

- **Technology Quarter**
  - Engineering Technology Hall (ENT) – College of Applied Science & Technology
  - Center for Bioscience Education and Technology (CBT) – Institute/College for Health Sciences & Technology (CHST)

- **Computer Zone**
  - Golisano Hall (GOL) – B. Thomas Golisano College for Computing & Information Sciences (GCCIS)
  - Laboratory for Applied Computing (LAC)

- **Innovation Center**
  - Student Innovation Hall (SIH) – Simone Center for Entrepreneurship and the MAGIC Center

- **Global Village Plaza (GVP)**
  - Stage 1
Engineering Park
- James E. Gleason Hall (GLE) – Kate Gleason College of Engineering
- Engineering Hall (ENG)
- Institute Hall (INS)
Science Center
- Thomas Gosnell Hall (GOS) – College of Science
Business District
- Max Lowenthal Hall (LOW) – Saunders College of Business
- Time Warner Cable Corporate Sponsor Tent
Information Station
- Wallace Center (WAL) – Library
Think Tank
- Liberal Arts Hall (LBR) – College of Liberal Arts
- Mobius Quad – Stage 2
Artistic Alley
- James E. Booth Hall (BOO) – College of Imaging Arts & Sciences
- Frank E. Gannett Hall (GAN) – College of Imaging Arts & Sciences
RIT Central
- George Eastman Hall (EAS) – site of general volunteer check-in
- George H. Clark Gymnasium (CLK)
- Campus Center (CPC) – Fireside Lounge (location of NTID exhibits)
- Student Alumni Union (SAU) – Ingle Auditorium
- Schmitt Interfaith Center (SMT)
- Simone Circle/Sentinel – Stage 3
- Ritter Ice Arena
Field House
- Gordon Field House & Activities Center (GOR)
- Hale-Andrews Student Life Center (HAC)

Social Media
Be sure to familiarize yourself with the Imagine RIT website and other social media sites related to the festival. For any of the sites below, encourage visitors to use #imagineRIT in their posts!

Website URL: www.rit.edu/imagine
Facebook: www.facebook.com/ImagineRIT
Twitter: www.twitter.com/Imagine_RIT
YouTube: www.youtube.com/user/ImagineRIT
Blog: www.imaginerit.wordpress.com/
Flickr: www.flickr.com/photos/imaginerit/
Instagram: www.instagram.com

Breaks
If you need to break away from your volunteer assignment, please coordinate with your volunteer captain and/or the other volunteers in your area. We have assigned enough volunteers per shift so that breaks should be possible without leaving an area unattended.
**Off-Duty, But Still On-Campus**
When your shift ends, please keep in mind that if you are wearing your volunteer shirt guests may still approach you for help. Please maintain the same positive service attitude both on and off your shift.

**Emergency Services**
There are two first aid stations. One is located outside on the west side of the Field House and the other is in Unity Quad near CBT. If a member of your party is missing, call Public Safety at 475-2853 or text 205-8333.

**Interpreting Services**
Sign Language interpreters will be available at each Welcome Center and at various locations around campus including entrances to buildings. They will be wearing t-shirts marked “Interpreter.” Entertainment stages will have interpreters for all performances.

**“Rovers” – Special People Movers**
Golf carts will be available on demand for visitors who need special assistance and cannot be accommodated by the normal “shuttle” route. Volunteers may call dispatch at 585-475-7856 (also see “important phone numbers”) to request a roving people mover or tent captains can use their two-way radio for assistance.

**Wheelchairs**
We also have 10 wheelchairs for use on the day of the festival for visitors who need special assistance. At the start of the day, each of the seven Welcome Tents will receive a wheelchair. The other three wheelchairs will be placed at an Information Booth on the main floor of the Gordon Field House. Volunteers who work in these areas will have a special sign out sheet for the wheelchairs. Please ask the individual to print their full name and provide a phone number where they can be reached at the end of the festival, if necessary, to help facilitate the return of the wheelchair. Please advise visitors that the wheelchair may be returned to any Welcome Tent or Information Booth when they are finished using it.

**Elevators**
Many buildings on campus have elevators for our visitors to use. Volunteers in each building should know where these are located. An elevator is located in the Student Life Center for those that require assistance in the Field House (code 1-1-1-1-1).

**Merchandise**
Barnes & Noble @ RIT will be selling merchandise at a booth set up on the main floor of the Gordon Field House.
Posters
Each year we host a contest for current RIT students to design a poster for Imagine RIT. A free copy of the Imagine RIT poster can be picked up at a centralized tent located on the Quarter Mile near the Wallace Center. Volunteers will ask for an email address so that we can send out a festival evaluation survey.

Pets
Pets are not permitted in the facilities of RIT and any pets on the grounds of RIT must be under appropriate restraint (leash, cage, etc). This restriction is not intended to prevent those participants with disabilities from using service animals on campus.

Lost and Found
If a person is lost, please stay with the reporting person until Public Safety arrives. Any found merchandise will be turned into Information Booths and Welcome Tents. All found property should be turned into the Public Safety Office at the end of the Festival and they can be contacted at the end of the festival to retrieve the property.

Entertainment
Entertainment for the festival is marked under a separate “On Stage” section in the print program. Live entertainment will be ongoing throughout the festival on both indoor and outdoor stage locations. There are three outdoor stage locations: stage 1 is in Global Village Plaza; stage 2 is by the Sentinel in RIT Central; and stage 3 is in Infinity (Mobius) Quad which is part of The Think Tank zone.

President Destler’s Annual Challenge
Fifteen RIT (mostly student) teams will take part in a challenge to operate unpiloted aerial vehicles (UAVs) both remotely and autonomously, while completing tasks. President Destler’s Flying Car Challenge will be located in RIT’s new hockey arena, the Gene Polisseni Center. It will begin promptly at 8:30 a.m. the morning of the festival.

Opening Ceremony
The opening ceremony will be held from 10:00 a.m.-10:30 a.m. in the new hockey arena, the Gene Polisseni Center. The winners of President Destler’s Annual Challenge will announced.
Specific Volunteer Assignments

Field House/Student Life Center Volunteers
- Volunteers in the Gordon Field House and the Student Life Center are either greeters or floaters.
- All volunteers should have a copy of the Print Program as a reference to help answer visitor questions.
- Familiarize yourself with the locations of the restrooms, the elevator, the pool area and the VIP room (mezzanine level next to concession stand).
- An elevator is located in the Student Life Center for those that require assistance (code 1-1-1-1-1).
- Barnes & Noble @ RIT will be selling t-shirts at a booth set up on the floor of the Field House.
- Call dispatch if you have questions that cannot be answered by information in the print program, or direct visitors to the Information Booth on the main floor of the Field House.
- Floaters
  - Floaters should circulate the main floor of the Field House. Please be proactive and approach visitors who appear to be lost. If exhibitors have logistical questions or needs, find a member of the Field House staff or call dispatch. You may also direct visitors to the Information Booth on the main floor of the Field House.
- Greeters
  - Welcome people to the Field House or Student Life Center (SLC) and provide direction when needed.
  - Outdoor greeters at the Field House stairs should encourage visitors to enter on the ground level to prevent them from having to walk back down to the Field House floor once they are inside – unless they are looking for concessions, the VIP area, or an exhibit in the SLC.
  - Second level greeters near Student Life Center (SLC) should stand outside the SLC on the Quarter Mile and direct people inside.

Welcome Tent Volunteers
- Welcome guests and answer their questions to the best of your ability.
- Familiarize yourself with the print program.
- Learn the symbols on the map. Know the Zone names and building names.
- Know your area - Take a look around your station and check the map to…
  - ID nearest rest rooms (available in every open building), water fountains, food locations and First Aid
  - Locate the nearest People Mover stop
  - Know where the nearest diaper-changing station is
- Distribute orange reusable tote bags. Encourage one bag per family; however, multiple bags may be distributed at your discretion.
• Distribute festival print programs (we encourage one per family). Encourage visitors to use the “You Are Parked Here” space on the program.
• Offer wristbands to families for their children “in case they get separated.” Ask them to write their name and phone number and to write in an area that won’t get covered by the wristband when it’s put on a small arm.
• Offer a survey for K-12 students when appropriate. The survey can be turned in for a giveaway item (TBD) at any Welcome Tent or Info Booth. Please put the completed surveys in the box that is marked for this purpose. We will pull names from the box in a random prize drawing at the conclusion of the festival.
• Each Welcome Tent will start the day with one wheelchair that is for use by visitors who need special assistance. Please write down the name of the person who is taking the wheelchair and their phone number. Inform the visitor that the wheelchair may be returned to any Welcome Tent or Information Booth
• **Can’t answer a question?** Ask your Welcome Tent Captain for help or call dispatch.

**Information Booth Volunteers**

• Answer questions and point guests in the right direction to the best of your ability given the resources available in your binder.
• Familiarize yourself with the print program (there will be at least one copy in your binder).
• Learn the symbols on the map and know the Zone names and building names.
• If you have a morning shift, remind early visitors that the event does not start until 10 a.m.
• Distribute K-12 surveys to those visitors who did not pick one up at a Welcome Tent. Visitors may give you a completed survey in exchange for a giveaway (TBD). Put the survey in the box that is marked so that the visitor is entered into a random prize drawing.
• Know your area - Take a look around your station and….
  • ID nearest rest rooms, diaper changing stations, water fountains, food locations and First Aid
  • Locate the nearest People Mover stop
  • Know where ASL interpreters can be found (purple shirts)
• **Can’t answer a question?**
  o Use your two-way radio
  o Call your Information Booth Captain
  o Call dispatch

• Please do not leave your station unattended. If your replacement is late or you need a break, radio or call dispatch or your Information Booth Captain and a roamer volunteer will be sent.

**Radio Tips**

• To use the radio, hold the talk button down for a moment before you begin to speak. End your message with “over”, then release the button.
• Visitors may be able to overhear whatever is said on the radio. Make sure that you are professional at all times.
• If you feel your message should not be broadcast, use your cell phone to call dispatch or your Information Booth Captain.
• At the end of the day, your Information Booth Captain will be around to pick up the radio. Please do not leave your station until the radio has been picked up.
Roamer Volunteers
When you arrive to Volunteer Check-in, the Captain will let you know if you are needed to help in a specific location or if you are needed as “roaming information booths” around campus.
- Spend the majority of your time outside as each building has volunteers assigned within to assist visitors.
- Look for people that seem lost and ask if you can help them find their way.
- Have a Print Program as a reference so you are able to answer visitor questions.
- Call dispatch if you have questions that cannot be answered by information in the print program.

People Mover Stop Volunteers
- Do your best to encourage the use of the people mover stops and ensure that a line is formed for the people mover. Discourage visitors from flagging down people movers in between stops to jump on and off as this poses a safety hazard and is unfair to visitors who are waiting at the stops.
- Have a Print Program as a reference so you are able to answer visitor questions.
- Call dispatch if you have questions that cannot be answered by information in the print program.

Poster Tent Volunteers
- You will assist in rolling posters and distributing them to our visitors.
- Please ask for an email address in exchange for a free poster. Inform visitors that we will only use this email address to send them a festival evaluation survey and a save the date email for the next festival.
- Two laptops will be on hand to enter email addresses into an Excel spreadsheet.
- Many visitors will treat the poster tent as an Information Booth so please have a Print Program as a reference so you are able to answer visitor questions.
- Call dispatch if you have questions that cannot be answered by information in the print program.

College Specific Assignments
- Volunteers who are assigned to a college should check-in at the building where they will be working (also see chart of volunteer check-in locations).
- You will be given your t-shirt and meal voucher (unless you picked up your shirt ahead of time) when you check-in.
- Your volunteer captain will provide you with further instructions.
- Have a Print Program as a reference so you are able to answer visitor questions.
- See your volunteer captain or call dispatch if you have questions that cannot be answered by looking at the print program.
Gleason Bus Loop Greeter Volunteers
- Welcome visitors and point them in the direction of the Welcome Tent.
- You will encounter visitors arriving on the shuttle from Monroe Community College (MCC) as well as some educational groups arriving by bus, van or carpool.
- Assist visitors that are waiting to be picked up to go back to MCC. (See “Parking” for more details about the shuttle.)
- Have a Print Program as a reference so you are able to answer visitor questions.
- Call dispatch if you have questions that cannot be answered by information in the print program.

People Mover (Golf Cart) Drivers
People Mover Drivers should not report to the main check-in area in the lobby of Eastman Hall. Golf carts will be staged on the east side of the Gordon Field House. Adam Petzold of the Parking Office will be there with volunteer t-shirts (if you did not pick up your t-shirt previously) and meal vouchers.

Please bring a signed copy of the motorized utility cart user agreement form (attached to this document) and your driver’s license in order to receive the key to your golf cart.

ROVERS: 4 People Movers stationed @ D-Lot for HC/Special Needs.
2 People Movers stationed for G & H lot pick up.

ROUTE: Campus Route (20) People Movers – 10 clockwise/10 counter-clock wise
Continual Route with Drivers announcing the following stops:
- **Stop (1)** Reynolds Drive/Near Tent #1/Computer Zone/Golisano Hall (70)
- **Stop (2)** Center for Imaging Science (76) – Parking Lots F/G/H/E
- **Stop (3)** Bausch & Lomb Center (77) – Parking Lots V/E/G
- **Stop (4)** Parking Lot D/Field House
- **Stop (5)** Parking Lot U/Student Alumni Union – Parking/Food
- **Stop (6)** Wallace Library/Business District (Alumni Tent)/Science Center – Exhibits
- **Stop (7)** Reynolds Drive (near Crossroads Rest.) – Innovation Center Food/R/S Lot
- **Stop (8)** Reynolds Drive/John Randall Dr. – Exhibits @ GCCIS/Engineering
RULES AND REQUIREMENTS:

PLEASE only pick up visitors at People Mover Stops. We learned that many people stood 25 yards in front of the stops last year and those waiting in line at the stops became frustrated. At some stops there will be People Mover Stop Volunteers to answer volunteer questions and form a line.

All persons operating the PMs must be familiar with its operation prior to using it. Let the People Mover Captain know if you need assistance – do not hesitate to ask for instructions before operating it.

DO NOT drive the PM above 5mph. You will possibly have a heavy load of people and the brakes on the PMs differ in response time and stopping distance.

As a driver, you are not only shuttling people, but you are also a moving information center. Be prepared to stop for pedestrians who need to ask for directions. Take time to explain – you are an ambassador for RIT. Have a copy of the print program to reference.

Do not drive on the Quarter Mile. Pedestrians ALWAYS have the right of way, even if they are not in a crosswalk. Be prepared to have to stop for them at any time. Pay special attention for children!

Each operator who signs out a PM is responsible for it. Do not leave the key in it if unattended. Take the key with you any time you walk away from the PM. Four hours is a long shift so be sure to take a break if you need one. Leave your cart with the People Mover Captain behind the Student Alumni Union. Water jugs are available at each Welcome Tent for volunteers.

Try to space yourself out between the cart in front of you and the cart behind you.

As we approach the end of the day the People Mover Captain will instruct some drivers to move from the main route to being responsible for taking visitors to the parking lots (not always to their car, but to the lot).

Contact Info: Adam Petzold (portable radio) or (cell 410-4699)
Addendum A

Motorized Utility Cart User Agreement

The following are basic rules of operating and maintaining motorized utility carts used for work and transportation on the RIT Campus.

Golf carts / people movers should be used only for the activity for which they were rented. Joy riding is not permitted. Horseplay endangers passengers and pedestrians and will not be tolerated. Golf carts / people movers must be operated safely at all times. This includes:

1. Being driven on paved surfaces only unless authorized for such use.

2. Maintaining a safe speed at all times and avoid making any sharp turns. Motorized utility carts will be operated on campus at a speed equivalent to a well-paced walk and **no faster than 20 miles per hour**, where speedometers are present to indicate speed. This maximum speed is subject to the terrain over which it is being driven, the weather conditions, and the total weight of the utility vehicle, passengers and any equipment being carried. The parking lot speed limit is 5 mph.

3. Motorized utility vehicle operators shall observe all RIT campus rules and New York State vehicle traffic laws such as lane travel, stop signs etc.

4. Motorized utility vehicles without headlights shall not be operated after dusk or before dawn

5. All utility vehicles will be operated from the driver’s side only.

6. Vehicle malfunctions shall be reported immediately to the department owning/renting the vehicle.
   a. Vehicle shall not be used until malfunction or problem has been corrected
   b. Students shall not repair vehicles.

7. When your cart is occupied with passengers or materials the weight distribution increases and stopping distance is increased. Go slow.

8. Do not operate in pedestrian zones unless authorized for such use.

9. Do not operate across the grass or on any trails.

10. Pedestrians have the right of way. If the cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.

11. **No motorized utility vehicle is to be operated with more passengers than seating is provided.** Utility boxes on 2 person carts shall not be used to transport additional riders.

12. **If you are involved in an accident, immediately report to your supervisor and complete an employee accident report.**

I understand and agree to abide by the safety rules listed above with regard to operation of this motorized utility vehicle. I have received the appropriate instruction to operate this vehicle safely. I understand that misuse of the vehicle while it is signed out to me, may result in disciplinary action, and denial of future use.

Name ___________________________________________ Date ____________________
## Building names, numbers, acronyms

<table>
<thead>
<tr>
<th>Building #</th>
<th>Acronym</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>EAS</td>
<td>George Eastman Hall</td>
</tr>
<tr>
<td>002</td>
<td>RIA</td>
<td>Frank Ritter Ice Arena</td>
</tr>
<tr>
<td>003</td>
<td>CLK</td>
<td>George H. Clark Gymnasium</td>
</tr>
<tr>
<td>003</td>
<td>CPC</td>
<td>Campus Center</td>
</tr>
<tr>
<td>004</td>
<td>SAU</td>
<td>Student Alumni Union</td>
</tr>
<tr>
<td>005</td>
<td>WAL</td>
<td>Wallace Center</td>
</tr>
<tr>
<td>006</td>
<td>LBR</td>
<td>Liberal Arts Hall</td>
</tr>
<tr>
<td>007A</td>
<td>BOO</td>
<td>James E. Booth Hall</td>
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<tr>
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<td>GVP</td>
<td>Global Village Plaza</td>
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Welcome Tent and Information Booth Locations

Welcome Tent Locations:

Welcome Tent #1: Near J Lot - Outside Engineering Technology Hall (ENT)
Welcome Tent #2: Near F Lot - Across from Carlson Hall (CAR)
Welcome Tent #3: Outside Bausch & Lomb Center (BLC) - Near Lots V & E
Welcome Tent #4: D Lot - Near Pump House/Field House
Welcome Tent #5: Gleason Circle - Near U Lot
Welcome Tent #6: S Lot - Near Crossroads (CRS) in Global Village
Welcome Tent #7: T Lot - Between Slaughter Hall (SLA) and Sustainability (SUS)

Information Booth Locations:

Information Booth #1: Outside - Across from Student Innovation Hall (SIH)
Information Booth #2: Outside - Between Library (WAL) & Liberal Arts Hall (LBR)
Information Booth #3: Outside - Kodak Quad; Between Wallace Center (WAL) & Tiger Statue
Information Booth #4: Outside - Across from Student Alumni Union (SAU) on Quarter Mile
Information Booth #5: Quarter Mile - Between Bridge & Hale-Andrews Student Life Center (HAC)
Information Booth #6: Gordon Field House - Main Floor