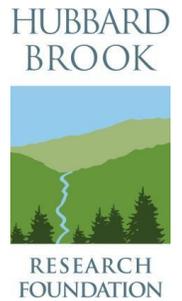


**Hubbard Brook Research Foundation**  
**Likens Conservation Campus**  
**at Mirror Lake & Pleasant View Farm Dorm**



Resident Information

Dear Resident:

Welcome to the Likens Conservation Campus at Mirror Lake and Pleasant View Farm. We are pleased to host you at our facilities. We hope you have a comfortable and productive stay. We have provided you with this housing packet in order to foster good stewardship of the property and to better provide for your comfort, health, and safety. **Please read this packet in its entirety before your arrival.**

The packet will provide the following information:

- Planning Your Stay (Page 2)
- Arrival and Departure Procedures (Page 3)
- Community Standards (Page 4)
- Workplace Safety, Sensitivity, and Belonging (Page 6)
- Emergency Procedures, Contact Information, and HBRF Staff Directory (Page 9)
- Resources Resolution Flowchart (Page 11)
- Parking Map (Page 12)
- Driving Directions to Mirror Lake and PVF (Page 14)
- Emergency Contact Form (Page 15)
- HBRF Photo Release Form (Page 16)

We ask all residents to submit the Emergency Contact Form (page 15) to Jesse Hardy, HBRF Facilities Manager, at [jhardy@hubbardbrookfoundation.org](mailto:jhardy@hubbardbrookfoundation.org) prior to arrival.

Please don't hesitate to contact me if you need help with anything during your stay. Thank you in advance for your cooperation. Enjoy your stay!

Sincerely,

**Jesse Hardy**  
Facilities Manager  
Cell: 603-405-8388  
Email: [jhardy@hubbardbrookfoundation.org](mailto:jhardy@hubbardbrookfoundation.org)

## Planning Your Stay

All reservations for stays at Mirror Lake should be made in advance through the Hubbard Brook Research Foundation by your visiting institution or by you directly. All guests are subject to the same facility rules and procedures.

- **Room Assignment.** Communicate with your project coordinator or with Jesse Hardy in advance to receive your housing and room assignment. Once you have received your unit and room/bed assignment, do not move to another room (**even if there seems to be space to spread out**). An empty room or bed is not an available room or bed. Any unit arrival, departure or relocation must be approved beforehand. Roommates are scheduled to come in and out over the course of the summer. Contact Jesse Hardy if you have a concern about your room assignment. Communicate with your roommate in advance to coordinate your needs.
- **Guest Policy:** All guests must be approved in advance by Brenda McCartney, Jesse Hardy, and Dayna De La Cruz. Additionally, roommates and all other residents in the unit must also give their approval before a guest visit can take place. Guests may stay for up to two nights. **Any stay longer than two nights will require a housing payment.** Please note: an empty bed does not mean an available bed. **Guests must bring their own sleeping materials, such as an inflatable mattress, portable cots, sleeping pad, or sleeping bag.** Please note that empty beds are not available for guest use unless a housing payment has been arranged in advance. For housing rates or questions, please contact Brenda McCartney directly.
- **Property Guidelines.** If you are staying in the triplex (Units 28A, 28B and 26), each numbered unit is considered a SEPARATE SPACE. **Please do not enter any space that is not assigned to you without prior permission.** Our facilities team works hard to prepare rooms and common areas for check-ins. Supplies, dishware, furniture or bedding should not be transferred between units. Thanks for helping us keep everything running smoothly!
- **Packing.** Pleasant View Farm is a large farmhouse that has been converted into a dormitory with multiple bedrooms and bathrooms. Housing units at Mirror Lake include 3 or 4 shared bedrooms, 2 bathrooms and one common kitchen per unit. They are furnished and stocked with basic kitchen and living accessories including major and small appliances (e.g., toasters, plates, pots and pans, cups, and cutlery). Please bring your own sheets, blankets, towels, and toiletries. Bring linens for a single bed (size twin). Please do not use linens that are in HBRF storage, unless you have the facility manager's permission. The Likens campus is located on Mirror Lake, so don't forget your bathing suit! There is a washer and dryer in each unit for your use. We encourage you to save energy by hanging towels and clothing to air dry. Please do not bring or use dish or clothes detergents containing phosphates.
- **Parking:** Parking is limited at Mirror Lake. Consider carpooling to save space and fuel. (View Page 12 for parking maps)
- **Driving Directions.** Cell phone service is spotty in the White Mountains. We recommend printing directions in advance or saving the directions on your mobile device. Navigate to your unit #, Hamlet Drive, North Woodstock, NH 03262 or Pleasant View Farm at 25 Dobson Hill Road, Thornton, NH 03285. Sometimes the address can send you to nearby locations depending on the application that you use. Here are the exact coordinates for each location in case you face any issues: Hamlet Campus: (43.9429518, -71.6953574) Pleasant View Farm: (43.9369902, -71.6836040). Basic driving directions are provided at the end of this document.

- **Internet.** Wi-Fi is available to residents, but speed fluctuates according to the volume of users.

**WIRELESS LOGIN**

Wi-Fi is available throughout the Mirror Lake campus.

Network: **TP Link 2ADF Guest**

Password: Mirror#30

There is no login password at Pleasant View Farm.

**MAILING ADDRESSES**

**Regular mail USPS:**

**Large packages, FedEx:**

Hamlet Residents:

All Residents:

Your name  
Unit # Hamlet Drive  
North Woodstock, NH, 03262  
-or-

Your name  
c/o Pleasant View Farm  
25 Dobson Hill Road  
Thornton, NH 03285

PVF Residents:

You will need to pick up your package at PVF if  
residing at Mirror Lake Campus

Your Name  
25 Dobson Hill Rd  
Thornton, Nh 03285

**Arrival and Departure Procedures**

All guests check themselves in and out independently. Please follow the instructions below to ensure a smooth and easy arrival and departure process. Contact Jesse Hardy, HBRF Facilities Manager, if you have any questions.

- **Arrival.** Your unit and room numbers will have been assigned in advance.
- **Door Code.** Contact Jesse Hardy for door code information.
- **Parking.** Parking at Mirror Lake is limited. Park in the designated parking area according to your unit (refer to Parking Map on page 12). Please do not block other vehicles. Parking around Units 19, 22, 24 is absolutely off limits.
- **Personal Property.** Any items you bring to Hubbard Brook are your own responsibility. HBRF is in no way responsible for lost, missing, stolen, or damaged items.
- **Maintenance Access.** Maintenance staff is allowed access at all times to common areas for occasional and routine maintenance (e.g., kitchens, living rooms, porches). Tenants will be notified beforehand, by email, if access to their personal space (e.g., bedroom) is needed for repairs or maintenance.
- **Departure.** Before departing, please do the following:
  1. **Cleaning.** Please leave the space the way you found it. Individuals who do not clean before they leave will be charged a **\$100 cleaning fee**. Communal areas and rooms should be cleaned on a regular basis and should be **deep cleaned before departure**.

Dishes should be washed and bathrooms should be clean. Outdoor areas should be kept tidy. **Please make sure that you schedule a “departure walk through” with either Jesse Hardy or Dayna De La Cruz in advance of your departure.**

2. **Truck-in, Truck-out.** Please do not leave anything behind in the units. This includes food and bathroom supplies.
3. **Trash.** Trash and recycling should be brought to the dumpsters on Hamlet Drive and at Pleasant View Farm on a regular basis throughout your stay. The single stream recycling dumpster is for unbagged and unsoiled (no food waste) paper, cardboard, magazines, plastic bottles and containers, glass bottles and jars, and metal cans. All other (non-toxic) materials are to be deposited in the trash dumpsters. Please make sure to take all trash and recycling to the dumpsters before you leave.
4. **Duration.** Confirm your departure date with your project/crew leader and Jesse Hardy, HBRF field and maintenance technician. Please let us know if check out dates change in order to avoid charging additional days.
5. **Lab and Storage.** Plans to use the lab or garage at Pleasant View Farm must be made with Geoff Wilson in advance. [gwilson@hubbardbrookfoundation.org](mailto:gwilson@hubbardbrookfoundation.org)

### **Community Standards**

Pleasant View Farm and the Mirror Lake campus are located within a small community of permanent residents, vacationers, second-homeowners, and day-use visitors. Please be respectful of your neighbors and visitors. We depend on you, your project coordinators, and your peers to hold one another accountable to Hubbard Brook’s high community standards. Thank you in advance for your cooperation!

- **Zoom Orientation:** Each resident must attend a scheduled Zoom facilities orientation with Jesse Hardy and Dayna De La Cruz in advance.
- **Communal Space.** The front porch of Pleasant View Farm (PVF), the field of PVF and the lakefront are all communal spaces and are to be used by anyone associated with HBRF and HBEF.
- **No Minors.** Minors are not allowed to stay overnight at HBRF properties without a parent or guardian.
- **No smoking in HBRF facilities.** Smoking is permitted outside, away from buildings. Be sure to safely dispose of all smoking materials.
- **No pets.** Residents may not keep pets of any kind during their stay.
- **Never leave food out.** To minimize rodents, insects, and other wild pests, no food or food waste should be left out for any period. No perishables should be left in the units when vacated. Refrigerators and freezers should be emptied and cleaned as needed.
- **Trash and Recyclables.** Recyclables should be rinsed and deposited in recycling bins. Please do not place recycling in plastic bags, deposit recyclables directly into the recycling bin. Trash should be bagged and placed in the waste dumpster when food waste is full. Tenants will not pile trash up in the house or on the porch! Trash and recycling dumpsters are located on Hamlet Drive and at Pleasant View Farm

- **Under-age drinking is strictly prohibited.** Consumption or possession of alcohol by anyone under the age of 21 is a criminal offense in New Hampshire, as is providing or purchasing alcohol for minors.
- **Swim at your own risk.** Swimming and non-motorized water sports are at your own risk. There are no lifeguards at the beach. It is advised to never swim alone, especially at night. Parents should always accompany children by the water. Life vests are required by New Hampshire law when boating. Life vests are available in the storage area on the Unit #28B deck rails. Please return them when you are finished.
- **Do not tamper with alarm systems.** Fire, smoke, and carbon monoxide detectors have been installed in the units for your safety and must not be tampered with or deactivated. The field and maintenance technician, Jesse Hardy, should be notified immediately if there is an alarm malfunction.
- **No fires indoors.** Interior fireplaces are not to be used. Feel free to use the outdoor communal fire pit next to the lake.
- **Grilling.** Gas grills located on the properties are for communal use. Users must clean them and take care to turn the gas off after each use.
- **Neighbors.** If any conflicts or concerns arise involving neighbors, please don't hesitate to reach out and let us know. We want your experience here to be as pleasant and positive as possible.
- **Dispute arbitration.** Disagreements related to non-criminal behavior are to be resolved according to your project's chain of command (i.e., reported to crew leader then principal investigator, on up the chain). Acting as landlord, HBRF can adjust housing arrangements, including eviction for disruptive behavior. Criminal behavior should be reported to Jesse Hardy, your supervisor, and local authorities for immediate response (see Hubbard Brook's policy on workplace safety, sensitivity, and belonging below). Feel free to also take a look at our Resources Resolution Flowchart for more information (Page 11).
- **Regular cleaning.** Housemates are expected to establish a schedule for thoroughly cleaning units at least once per week. A deep cleaning should occur before departure.
- **Quiet hours.** 9 p.m. – 8 a.m. Please respect the work schedules of other field crews by observing quiet hours. Some field work requires regularly waking before dawn.
- **Damage.** Let Jesse Hardy know if anything is broken or damaged in the units, including dishes, so that they can be replaced and/or fixed. You or your institution are expected to pay for damages not due to regular wear and tear.
- **Please conserve energy.** Turn off unnecessary lights. Turn thermostats down or off when heat is not required. If you wash and dry clothing, sheets or towels, use cold water, and use dryers sparingly.

Mirror Lake is protected under the Shoreland Water Quality Protection Act. Information provided below is intended to inform Mirror Lake residents and to ensure that activities comply with minimum standards, set forth by the State.

- Do not bathe, shampoo, or wash boats, pets, or other objects in the lake.
- Do not use fertilizer within 30 feet of the lake.
- Do not feed ducks or other aquatic organisms.
- The New Hampshire Pesticide Control Board rules prohibit the use of pesticides within 25 feet of any surface water or in any manner that would result in the presence of pesticides within 25 feet of the reference line in protected shorelands (Pes 1001.02). Pesticide and herbicide applications can be applied by a licensed applicator only.
  - For more information, visit:  
<https://www.des.nh.gov/land/waterfront-development/protected-shoreland>

***Thanks for keeping Mirror Lake healthy!***

### **Workplace Safety, Sensitivity, And Belonging at Hubbard Brook**

*Our Shared Commitment to Preventing, Detecting, and Addressing Harassment and Other Barriers to a Productive and Positive Environment for Working, Living, and Studying*

#### **Resources:**

- **HB Cooperators Workplace Safety Contact List**
  - At Hubbard Brook, students and employees from cooperating universities are also subject to the workplace sensitivity, discrimination, and harassment policies of their home institutions. The following file contains links to the harassment policies of Hubbard Brook cooperators. The file also includes up-to-date contact information for crew leaders, principal investigators, managers, and other Hubbard Brook cooperators from participating institutions. All supervisors at Hubbard Brook are considered mandatory reporters, required by law to actively address issues of harassment. The lines of reporting as well as institutional policies are listed in the [HB Cooperators Workplace Safety Contact List](#).
  - PIs must update the HB Cooperators Workplace Safety Contact List, including supervisor contact information and links to each home institution's policies on workplace safety, belonging, discrimination, harassment, and related topics.
- **Institutional Resources Spreadsheet**
  - You can access our [Institutional Resources Spreadsheet](#) for gender-based harassment, discrimination, and assault. This is continuously being updated.
  - Concerns should be addressed to direct supervisors. For cases where the complaint involves the direct supervisor, concerns should be brought to the supervisor's manager and/or the home institution's Human Resource or Title IX office. Refer to the [HB Cooperators Workplace Safety Contact List](#) and the Resources Resolution Flowchart.
- **Community Relations Specialist:** on-site Hubbard Brook staff member who will be a *resource* for you as you move through the field season, and can be reached any time in their office located, through email, or by phone.
  - Dayna De La Cruz: [ddelacruz@hubbardbrookfoundation.org](mailto:ddelacruz@hubbardbrookfoundation.org)

- **Resident Advisor:** lead house meetings to ensure that house cleaning chores get fairly divided among the residents, discuss meal plans and group dynamics. The Resident Advisor is expected to be accessible at other times outside of the house meetings (messages, emails, etc.) for general questions and concerns.
  - RA or field crew leader per unit
- **Ombudsperson:** assists individuals and groups in the resolution of conflicts or concerns within the Hubbard Brook Community..
  - Geoff Wilson: [gwilson@hubbardbrookfoundation.org](mailto:gwilson@hubbardbrookfoundation.org)
- **Anonymous Feedback Form**
  - You may also share a concern, anonymously, by submitting a response to HBRF's Executive Director, Anthea Lavallee, via [this anonymous feedback form](#).
- **Statement for personnel managers**
  - Management and legal responsibilities related to workplace sensitivity training and interpersonal workplace conflicts, including harassment, are established on the basis of employment. Regardless of the work setting, it is the responsibility of the employer to ensure that staff/students are able to enjoy a safe, respectful, and inclusive workplace. It is the employer's responsibility to intervene in order to resolve ongoing interpersonal workplace conflicts involving staff/students. Additionally, the location of the incident or conflict (e.g., USFS HBEF, HBRF Mirror Lake hamlets, PVF dormitory) gives the owner/operator of the facility the authority to determine whether a disruptive site-user or renter should be asked to leave. **Criminal behavior requires immediate action.**
  - Each organizational unit at Hubbard Brook (HBEF, HBRF, HBES Cooperators, HB LTER) is responsible for training personnel and ensuring that staff/students have read and understand the workplace sensitivity policies of their home institutions. *As a community at Hubbard Brook, we can contribute to coordinated, responsible supervision through shared training resources, a clear understanding of responsibility, and good communication.*
- **Statement to the general Hubbard Brook community**
  - Our goal at Hubbard Brook is to create a vibrant, inclusive work environment that is safe and free of harassment and other forms of discrimination. All staff/students are expected to conduct their work with sensitivity to others and in consideration of any barriers that might limit a colleague's ability to work across the full range of his or her tasks. Sensitivity and respect are the foundation of a healthy work environment. Good communication with one another and with managers that raises awareness is essential to preventing many interpersonal conflicts that affect an employee's ability to thrive at work. We are all responsible for holding our community to standards of conduct. We ask all members of the Hubbard Brook community to support and adhere to our norms of respectful and professional conduct.
- **Expected Conduct**
  - Act ethically and with integrity
  - Be fair and respectful to others
  - Be welcoming and inclusive of all people
  - Protect, preserve, and responsibly use Hubbard Brook resources and property
  - Ethically conduct research, teaching, and community engagement
  - Carefully manage public, private, and confidential information
  - Promote physical and mental health and safety

- **Unacceptable behavior**
  - Sexual harassment, sexual assault, stalking, and relationship violence
  - Discrimination
  - Illegal or unauthorized possession, use, or sharing of weapons, drugs, or alcohol
  - Unauthorized use, including misuse, of facilities, equipment, or services
  - Theft, property damage, or vandalism
  - Violation of Local, State, or Federal Laws
  
- **Sexual Harassment and Discrimination**
  - Sexual harassment and discrimination have real and serious effects, including impacts on personal emotion and mental health; diminished group morale; loss of concentration, productivity and creativity; absenteeism; turnover; and legal expenses.
    - \*\*\* Not everyone is going to react in the same way you do\*\*\*
  - Perceptions and interpretations of words and conduct vary. Avoid the following: Inappropriate/insensitive jokes, sexual references/innuendo, rating or referring to an individual's appearance, hugs/touching, unwelcome advances, inappropriate material.
    - *The definition of harassment according to the U.S. Equal Opportunity Employment Commission can be found here:*  
<https://www.eeoc.gov/laws/types/harassment.cfm>
  - Anyone who feels that they have been harassed or experienced discrimination in any way or who has witnessed harassment or discrimination is encouraged to discuss the incident or behavior with a colleague, supervisor, or the home institution's Human Resource or Title IX office (see mandatory reporting policy below). In the event that an employee is being harassed by their supervisor, the employee is advised to report the issue to the supervisor's manager or a colleague. Facility owners/operators also have the authority to evict renters or site-users if their behavior is generally disruptive.
  - [NSF Safer Science Helpline](#)
  
- **Mandatory Reporters**

As a training institution and recipient of federal funding, Hubbard Brook is subject by federal law to mandatory reporting policies as set forth in Title IX. All "responsible employees" (i.e., personnel managers) are required to take action and to report incidents of harassment. The lines of reporting as well as institutional policies are listed in the Google Sheet:  
[https://docs.google.com/spreadsheets/d/1V2ZaLhXULpSRsM\\_w4Vr8\\_Iu9wNr5eR7HS0orFzCUgEE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1V2ZaLhXULpSRsM_w4Vr8_Iu9wNr5eR7HS0orFzCUgEE/edit?usp=sharing)
  
- **Awareness of Surroundings**

Please remain aware of your surroundings at all times. This includes, but is not limited to, taking note of electronic devices that have been left in unusual places, especially ones where you maintain an expectation of privacy (i.e., bathrooms and bedrooms). If you are concerned about an unusually placed device, please unplug/remove the device and notify your direct supervisor immediately.
  
- **Respecting and Understanding Local Property**

While visiting the State of New Hampshire, you will encounter 'No Trespassing' signs. Please

avoid making U-turns in these driveways. People in our community prefer their privacy and those who have decided to hang such signs do not wish for an uninvited presence. Furthermore, New Hampshire has very relaxed gun laws that may differ from where you are coming from. It is important to recognize that we may be in the presence of firearms when in public which can be alarming to many. That said, HBRF does not tolerate threatening behavior on our property. Please show respect to folks you encounter within our community and their private property.

- **Healthy and Safe Working Environment Resources**

The Hubbard Brook Research Foundation's strategy for maintaining a healthy and safe working environment during the COVID-19 pandemic will follow the recommendations provided by the Centers for Disease Control and Prevention (CDC), Occupational Health and Safety Administration (OSHA), and the State of New Hampshire. For MORE information, see:

- NSF: [Safer Science Helpline](#)
- LTER: [Mental Health in the Field](#)
- HBRF: [Resources Resolution Flowchart](#)
- CDC: [How to Protect Yourself and Others](#)

## **Emergency Procedures, Contact Information and Staff Directory**

### *Important Local Telephone Numbers*

PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

EMERGENCY—Police/Fire/Ambulance	911 (See below)
Police Department	603-745-8700
Fire Department	603-745-3521
Medcheck Urgent Care (Plymouth, NH)	603-481-8787
Speare Memorial Hospital (Plymouth, NH)	603-536-1120
Jesse Hardy, HBRF Facilities Manager	603-405-8388 (Cell)
Geoff Wilson, PVF Lab Manager	603-374-3481 (Cell)
USFS Building (Pierce Lab)	603-726-8902
Anthea Lavallee, HBRF Executive Director	802-291-2633 (Cell)
Dayna De La Cruz, HBRF Community Relations Specialist	832-788-6455 (Cell)

- ✓ **If you smell gas from a propane appliance, immediately evacuate the building at a minimum of 500 ft and call 911 at a safe distance.** DO NOT touch any electrical switches, plugs, or electronic devices while exiting the premises! Then you will need to contact Jesse Hardy ASAP, day or night. Never attempt to repair a malfunctioning propane appliance.
- ✓ **In a medical, fire, or personal safety emergency, call 911.** The address to give is your unit # at Hamlet Drive, Woodstock, NH 03262 (i.e., #30 Hamlet Drive, Woodstock, NH, 03262). In

case of fire, completely evacuate your building immediately, and alert the occupants of all nearby units. Do not stop to remove any belongings.

✓ **Alarm system at Pleasant View Farm** There are two very important things to know about the alarm system:

- *First*, the alarm system is monitored remotely and any time it goes off, the full fire departments from two towns are required to show up and go through the house. DON'T let this happen accidentally. When the alarm does go off you must clear the building and wait for the fire departments.
- *Second*, when the house loses power, a much less disruptive alarm will go off alerting you to the fact that the system is on backup and is not monitored remotely. The sound is annoying, but can be turned off. The facility caretaker will demonstrate how to do this at an orientation meeting. Power outages are almost guaranteed to happen a few times in the winter and may happen during storms in the summer. Be prepared with flashlights or headlamps. The water systems will not work when we lose power.

### **Pleasant View Farm and Mirror Lake Campus Contact Information**

For questions, suggestions, or concerns related to Mirror Lake housing policies, reservations, use, the condition of your unit, help with a lockout, repair request, forgotten entry lock combination, maintenance issues, instructions on the use of equipment or appliances, or overall management, please contact:

**Jesse Hardy, Facilities Manager**  
[jhardy@hubbardbrookfoundation.org](mailto:jhardy@hubbardbrookfoundation.org)  
Cell: 603-405-8388

**Dayna De La Cruz, Community Relations Specialist**  
[ddelacruz@hubbardbrookfoundation.org](mailto:ddelacruz@hubbardbrookfoundation.org)  
Cell: (832) 788-6455

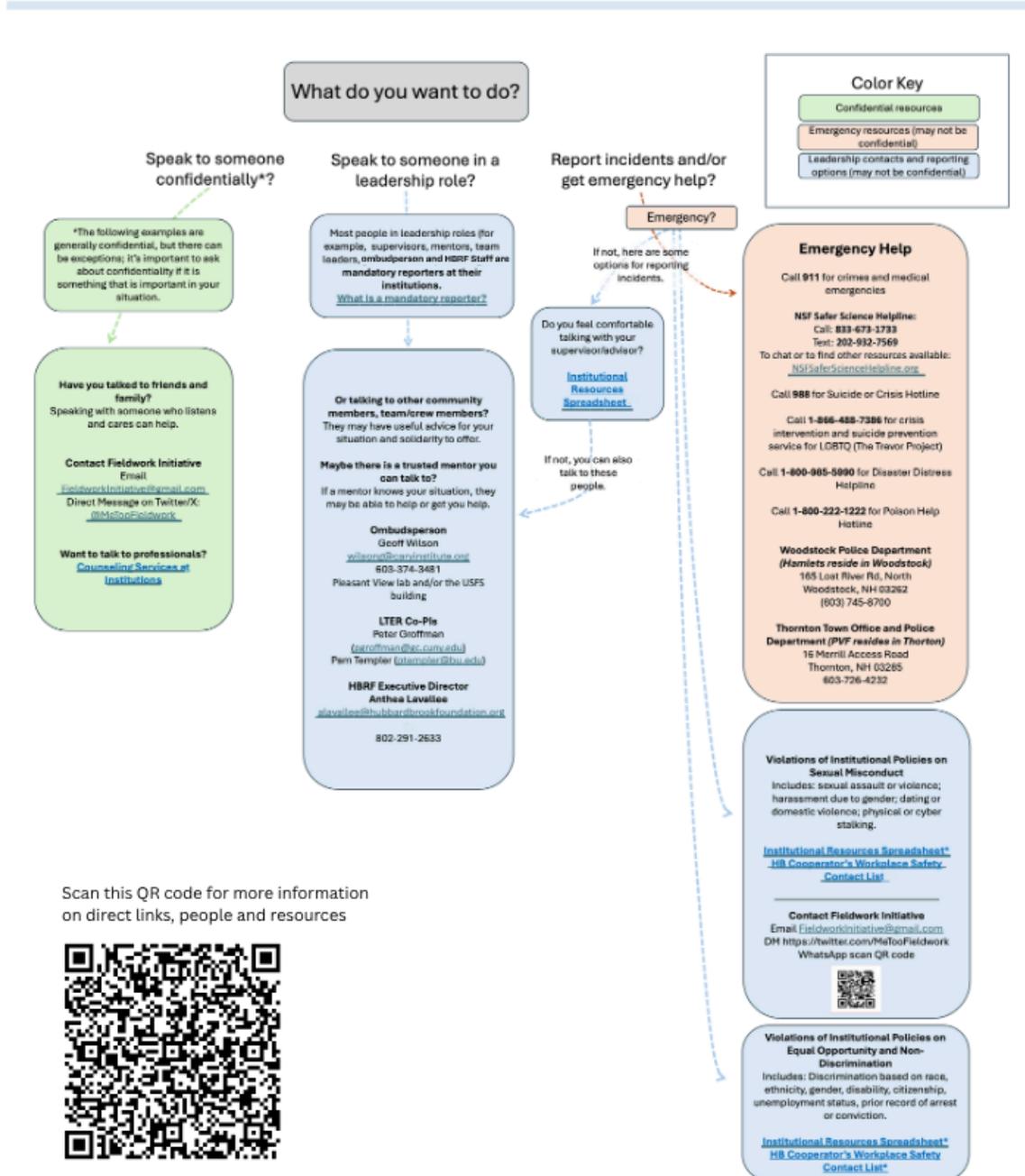
# Resources Resolution Flowchart

[Click here to access version with links](#)

## Resolution Resources Flowchart

**Need to find help or report an incident?**

Resolution Resources Flowchart  
Direct Links  
People



Scan this QR code for more information on direct links, people and resources



## **Driving Directions**

### **HBRF Campus on Mirror Lake and Pleasant View Farm Dormitory** Woodstock and Thornton, NH

#### **Coordinates:**

- Hamlet Campus: (43.9429518, -71.6953574)
- Pleasant View Farm: (43.9369902, -71.6836040)

#### **From I-93**

1. Take I-93 to exit 30.
2. At the bottom of the exit ramp turn right onto Route 3 South. Travel 1.1 miles (coming from the south) or 1.5 miles (coming from the north) to Mirror Lake Road on right.
3. Turn right onto Mirror Lake Road. There is a small sign for “Hubbard Brook Experimental Forest” here. Proceed along Mirror Lake Road for about  $\frac{3}{4}$  mile passing Dobson Hill road on the right (which leads to HBRF’s Pleasant View Farm) and the public beach.
4. Take right onto Hamlet Road, which leads to HBRF’s Likens Conservation Campus on Mirror Lake.
5. For the Pleasant View Farm Dormitory, Take the first right on Mirror Lake rd. onto Dobson Hill rd, which will lead you to the dormitory.

#### **From Airports**

##### **From Boston’s Logan Airport:**

- Proceed out of the airport following to I-93 North.
- Stay on I-93 north all the way to Exit 30 in New Hampshire.
- Follow directions above.

**Travel time: ~ 2 hours and 20 minutes**

##### **From Manchester, NH Airport:**

- Depart Airport Road. Keep right to stay on Airport Road.
- Keep Straight onto Rt-3A/Brown Ave.
- Take ramp right for I-293 South/Rte-101 East toward Concord/Portsmouth/Salem.
- Follow signs for I-93 North.
- Follow I-93 North all the way to Exit 30.
- Follow directions above.

**Travel time: ~ 1 hour and 20 minutes**

**HBRF Emergency Contact Information Form**

*(REQUIRED FOR ANYONE STAYING AT HUBBARD BROOK FOR ANY AMOUNT OF TIME)*

***PLEASE COMPLETE PRIOR TO ARRIVAL***

***AND EMAIL TO***

***JESSE HARDY***

***(jhardy@hubbardbrookfoundation.org)***

Required information:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Person(s) to Contact in an Emergency \_\_\_\_\_

Relationship \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening/Weekend Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Optional information:

Please provide important information about your health or medical condition (e.g., allergies).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicle Make (if applicable) \_\_\_\_\_ Model \_\_\_\_\_

State \_\_\_\_\_ Tag Number/License Plate \_\_\_\_\_



**HUBBARD BROOK RESEARCH FOUNDATION  
PHOTO RELEASE FORM**

I hereby grant the Hubbard Brook Research Foundation permission to use my likeness in a photograph, video, or other digital media (“photo”) in any and all of its publications, including web-based publications, without payment or other consideration.

I hereby irrevocably authorize the Hubbard Brook Research Foundation to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the Hubbard Brook Research Foundation from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ | Date: \_\_ / \_\_ / \_\_\_\_

If under 18, both parents must sign individually and as parent/guardian.

Parent Signature: \_\_\_\_\_ | Date: \_\_ / \_\_ / \_\_\_\_

Parent Signature: \_\_\_\_\_ | Date: \_\_ / \_\_ / \_\_\_\_

Otherwise, teacher or administrator signature:

Admin Signature: \_\_\_\_\_ | Date: \_\_ / \_\_ / \_\_\_\_