

KRC VISITOR POLICY

Synchrotron Radiation Center Buildings

This policy pertains to all personnel visiting the University of Wisconsin-Madison Kegonsa Research Campus (KRC), Stoughton, WI.

All visitors must sign in by signing the guest book located in the lobbies of the SRC or PSL buildings.

Visitors will not be allowed beyond the general lobby areas of the buildings unless they are accompanied a KRC employee or authorized user. At the SRC, an authorized user is a user that has been issued a user badge from SRC.

Visitors that have not made prior arrangements to be accompanied by a KRC employee or authorized user must check with the receptionist or secretary at the PSL or with either one of the secretaries or the Operator on Duty (OOD) at the SRC.

Visitors wishing to tour the Synchrotron Radiation Center should contact Chris Moore, Educational Outreach Coordinator at 877-2137, for further assistance. Visitors wishing to tour the Physical Sciences Laboratory Building should contact Nancy Dopkins at 877-2251, for further assistance. The above mentioned people are typically available during normal office hours, which are from 8:00 a.m. to 4:30 p.m. Monday through Friday. Visitors that have not made prior arrangements with KRC staff or authorized users will not be allowed in the buildings after normal office hours.

Visitors causing a disturbance will be asked to leave. If the visitor refuses to leave and appears to pose an immediate threat, employees should call 911. If the visitor refuses to leave but does not appear to pose an immediate threat, employees should contact the KRC Safety Manager at extension 2157, or University Police and Security at 262-2957.

Visitors wishing to tour the Aladdin vault must comply with the Aladdin Tour Policy