Key Policy for LVAAS Facilities

The possession of keys to Lehigh Valley Amateur Astronomical Society, Inc. (LVAAS) buildings, facilities, and observatories is a privilege and not a right of membership. Any non-compliance with these rules will subject the member to disciplinary action by the Board of Governors as per the Constitution and Bylaws of LVAAS (Article II, Section 6).

1. Keys are the property of the Society and may not be duplicated or shared with any other member or non-member. Members may not transfer their right of possession of a key to another member.

2. Only Full Members in good standing will be issued keys. Keys are issued only by the South Mountain or Pulpit Rock Observatory Chairpersons, or their designated assistant, as authorized by the Board of Governors. No other members are authorized to issue keys.

3. Members receiving keys must sign documentation acknowledging that they have read and understand this policy and will adhere to it.

4. Keys to the Headquarters Building (except for the restrooms) are only issued to members of the Board of Governors during their term in office and planetarium operators who are approved by the Planetarium Director. Keys are then issued only after final authorization by the Society Director or the South Mountain Maintenance Director (SMMD). A limited number of keys are available to other members for when the need arises, upon authorization by the Society Director or the SMMD.

5. The outside doors to the restroom vestibules at either South Mountain or Pulpit Rock are keyed separately from the rest of the buildings. A key to the restroom vestibule may be issued to any member who is authorized to have a key to any of the observatories.

6. To receive a key to any observatory or the Pulpit Rock gate, prospective new key holders must:
   
   (a) Attend an appropriate training session or be trained by another qualified key-holder. Training sessions are offered periodically and current key-holders are encouraged to consider attending refreshers to keep up with changes and modifications.

   (b) Demonstrate proficiency in using the equipment or facility by passing a test administered by a Society member who has the authority to distribute keys.

7. Society members requesting keys shall be required to pay an initial refundable deposit of $20.00 prior to obtaining any keys. The current non-refundable fee for each key is $4.00 with the exception of the Pulpit Rock gate key which is detailed below. The $20.00 deposit will be returned when the member returns all keys in their possession. Each lost key can be replaced at a cost of $5.00 except for the Pulpit Rock gate key as detailed below.

The fee for the Pulpit Rock gate key is $15. The lock at the gate and the required key for entry maybe changed as frequently as annually. Both the replacement key fee and the frequency of replacing the lock are to be determined by the Board of Governors.
8. The Board of Governors reserves the right to re-key any lock, as they deem necessary to maintain security and safety of the Society's equipment and facilities. A key replacement fee as set by the Board of Governors may be levied to defray the cost of new locks and keys.

9. Any Society member who relinquishes their membership, or takes a leave of absence, is required to immediately return any keys in their possession to the South Mountain or Pulpit Rock Observatory Chairpersons, their designated assistant, or the Society Director.

10. Key-holders are responsible for reporting damaged Society property or malfunctioning equipment to the appropriate maintenance director or the Director of the Society.

11. The Board of Governors may approve the issuance of keys to the Society facilities to non-members who are at least 18 years old, as the Board deems necessary to the purpose, affairs, and business of the Society.

**NON-COMPLIANCE WITH RULES BY KEY-HOLDERS**

Any non-compliance with the above rules will cause the member responsible to lose key privileges and usage of Society facilities and equipment. Additionally, any of the following activities may be cause for possible suspension of membership and monetary reimbursement for damages:

1. Damage or destruction of Society property, facilities, or equipment either willfully or through gross negligence or recklessness.

2. Behavior in any manner that could injure other individuals while on Society property or using Society facilities.

3. Unauthorized use or willful misuse of Society property, facilities, equipment or materials.

Infractions or violations of the above rules shall be brought to the attention of the Board of Governors as soon as known and with pertinent names of violators. The Board of Governors shall decide on the appropriate reprimand or penalty as per the Constitution and Bylaws of LVAAS (Article II, Section 6).