Rules and Guidelines for Use of LVAAS Headquarters Building

The Headquarters Building of the Lehigh Valley Amateur Astronomical Society, Inc. (LVAAS) at 620B East Rock Road, Allentown, consists of the following components:

1. The Grady Planetarium
2. The restroom vestibule and restrooms
3. The Red Shift store
4. The machine shop and work area
5. The equipment room (optical shop)
6. The boiler room
7. The Robson Library
   (library collections are not covered by this document, see: LVAAS Library Book, Video, and CD Loan Policy)
8. The Knecht Observatory
   (not covered by this document, see: Rules and Guidelines for Use of LVAAS Observing Sites and Observatories)
9. The exterior storage shed

The Headquarters Building is reserved for official Society purposes and use. Use of the Headquarters building for personal purposes is strongly discouraged, but may be approved by the Society Director or the South Mountain Maintenance Director (hereinafter “SMMD”) in certain special circumstances. Due to the lack of a kitchen and other amenities, the facility cannot support events that require food services and/or catering.

SMOKING

All LVAAS buildings are non-smoking facilities. Smoking is not allowed in any building or within 25 feet of any building entrance. Smokers should not dispose of their butts on LVAAS grounds.

KEYS

Please refer to Key Policy for LVAAS Facilities, Item Number 4.

SECURITY & UTILITIES

Upon opening the building, members should check for damage, water leaks, lights and heat or air conditioning left on, unsecured doors, and any other problems that might affect the integrity of the building. Such problems should be reported to the SMMD immediately. When the building is used for group meetings and assembly, the three rear doors must be unlocked for use as
emergency exits at all times while the building is occupied. The suggested winter heat setting for all thermostats is 65 degrees while the building is occupied.

When unoccupied, the Headquarters Building must be kept locked at all times. When leaving the building, the person who opened it up is responsible for locking it down, unless other specific arrangements have been made with another member with keys. Before leaving the building all lights (inside and outside) and all non-24/7 electrical equipment must be turned off. The toilets must be checked to be sure they are not stuck and running water. All air conditioning units should be shut off and all heating thermostats set to 50 degrees.

EQUIPMENT

The maintenance, adjustment, and repair of all equipment in the building is the purview of the SMMD and none of these actions should be attempted without the express permission of the SMMD. However, this shall not be construed as preventing the SMMD or the Society Director from granting blanket permission for such purposes to other members.

No portable equipment or materials shall be removed from the building without checking out or renting such equipment or materials using the proper procedures, or without obtaining the permission of the responsible director.

RULES SPECIFIC TO CERTAIN COMPONENTS OF THE HEADQUARTERS BUILDING

THE GRADY PLANETARIUM

The use of the Grady Planetarium, other than for regularly scheduled meetings and other official Society functions, is the responsibility of the Planetarium Director. Any use for planetarium shows for outside groups must be coordinated through the Planetarium Director. Operation of the planetarium equipment is restricted to authorized operators only. Authorized operators are expected to follow all startup/shutdown procedures as proscribed by the Planetarium Director.

If any equipment or furniture is moved for any purpose it must be replaced to its original position when that purpose is completed.

Planetarium operators are responsible for the safety of guests and the safeguarding of equipment during planetarium shows. No planetarium show shall proceed unless all exits are unlocked and guests have been briefed on emergency exiting procedures.
THE RESTROOM VESTIBULE AND RESTROOMS

The restroom vestibule and restrooms are to be available at all times when the building is in use. They are also available to those with keys to any LVAAS observatory. These areas are not junk collection areas or temporary storage sites. The vestibule is an exit pathway and as such it is to be kept clear at all times. The toilet areas should be kept as clean as possible. Any “accidents” that are beyond the ability of facility users to clean up should be reported to the SMMD immediately.

THE RED SHIFT STORE

The Red Shift store is the purview of the Members Services Director. The refrigerators are unlocked and drinks are available to members on the “honor system” when the store is not open. Although refrigerators may be used for temporary storage of food items (e.g. lunches) by members, persons availing themselves of this privilege must not leave food items in the refrigerator when leaving the building. All such items found by the Member Services Director will be thrown out. The microwave oven is available for use by members, but if there are any spills the member must clean the oven immediately. Other than drinks, all food items and sales stock are secured. Members shall make no attempt to access these items.

THE MACHINE SHOP AND WORK AREA

This area is not for the general use of the membership. It is primarily used for storage. Any use of the machine tools for Society purposes must be approved by the SMMD or the Pulpit Rock Maintenance Director. Any use of the machine tools for personal use must be approved by the Board of Directors upon the recommendation of the SMMD or the Pulpit Rock Maintenance Director. For safety reasons, another person besides the operator must be present in the building when using the machine tools.

THE EQUIPMENT ROOM (Optical Shop)

The equipment room is the purview of the South Mountain Observatories Director and the telescope rentals coordinator. It is not available for use by the general membership.

THE BOILER ROOM

The SMMD is responsible for all equipment and supplies in the boiler room. Except in extreme emergency, no attempt to adjust or repair the equipment in the boiler room shall be made by any person without the expressed permission of the SMMD. Due to fire hazard and potential sources of ignition, flammable and combustible materials are not to be stored in the boiler room.
THE EXTERIOR STORAGE SHED

The SMMD is responsible for all equipment and supplies in the exterior storage shed. All fire hazards, flammable and combustible materials are to be stored under proper conditions and in the appropriate containers in the exterior storage shed.