

Cowtown Model Railroad Club

General Policies

Approved 21 April 2015

Handley Access Policy

The club facilities are secured by two standard locks at the side street entry, an interior door lock and an internal security camera that video tapes all activities into and in the club room(s). Keys to the door(s) will be provided to all Board members and active members as of April, 2014 upon written request. Failure to maintain active status through default of payment or other action shall require forfeiture of the access key.

New members shall be entitled to an access key upon written request following their initial six month probationary period and payment of ½ year club dues.

Appeals of hardship may be made to the Board.

Approved 20 January 2014

Club Lockers

Each active Club member is entitled to one lockable locker for storing personal model railroad items. The member is to furnish their own lock and needs to have their name placed on the locker. Members whose memberships expire have 30 days from the last month of their membership to remove their lock and any items stored in the locker. After 30 days any items not claimed will be removed. The Club is not responsible for items left in unlocked lockers or for items removed due to expired memberships.

Running Trains During Work Sessions

There will be no running or operating of trains during scheduled work sessions. Scheduled work sessions include Thursday nights, Tuesday (Geezer) mornings, or Saturday sessions. The only exceptions are:

- (1) For scheduled/approved track cleaning
- (2) Limited locomotive testing,
- (3) During active testing of layout track segments.
- (4) Running is limited to areas where members are not working.

Clubroom Work Projects

Members working on projects on the layout or in the layout area are responsible to clean up their work area prior to the next operating session, including the 4th Tuesday Geezer operating session. However, the layout aisles should be kept clear at all times at the end of a work session.

Members working on a project at any of the tables in the layout room are responsible to pick up and clean their area and secure their project at the end of each work session.

Club Computers

The Club computer in the dispatcher area is for Club use only. It is for operating sessions, dispatching, accessing DCC or sound unit information, research for a monthly program, or work an approved a club project.

The Macintosh computer is used only for developing software and controlling the signals on the layout is used by members working on those tasks.

Club Library

The DVD, VHS Tape and Book library is available for all members. You are allowed a two (2) item limit for a period of 30 days. Access is through the Club librarian (Rick Jones) or a Club officer for proper check-out and check-in. Failure to return items within the allotted time may cancel your access to the library. Items that are misplaced or lost are the responsibility of the borrowing member to replace.

Railroad Magazines

The Club keeps several railroad and model railroad magazine subscriptions and maintains a one (1) year back issue inventory of each subscription. Members are allowed to view the magazines in the Club room only. When finished reading/viewing they are to be returned to their proper location.

Making Coffee

The Club maintains a several cup coffee maker above the sink and provides fresh ground coffee and filters. Anyone making coffee is also responsible for cleaning the coffee maker at the end of the work/operations session. The steps for making coffee will be posted in the general area.