

EXPERIMENTAL AIRCRAFT ASSOCIATION
CHAPTER 202
PANAMA CITY, FLORIDA

CHAPTER BUILDING UTILIZATION

The intent and purpose of the construction of EAA Chapter 202's Hanger/meeting room facility at Sandy Creek Airpark was to provide hanger and workspace for chapter members and a meeting place for chapter business, meetings and social events. The following rules and guidelines are established by the Officers and Board of Directors of Chapter 202 for the use of the facility:

I. GENERAL AREA

1. No vehicular traffic or parking will be allowed, except for deliveries, in the aircraft taxi/parking area. The taxi/parking area is defined as that portion of the lot encompassed by a southerly line from the southeastern corner of the building along the creek line to the main taxiway, thence a line westerly bound to the utility pole located on the southwest corner of the lot, thence on a line northerly bound to the culvert/drain located approximately mid-way down the westerly lot boundary, thence along a northerly line along the drainage ditch to a point extending westerly from the building front, thence easterly along the building front to the originating point.

2. Delivery time is defined as the minimum times required to load or off-load the delivery.

3. Vehicle parking will be available alongside the north/south dirt road paralleling the westerly boundary of the lot (members should note that considerable prop blast is sometimes generated in this area and damage to vehicles may occur as a result. Therefore, parking in this area is at the driver's risk), next to the building on the lot along the westerly side of the building and at the rear of the building (north side).

4. Grounds cleaning, trimming, mowing, etc., will be the responsibility of all members on a voluntary basis.

5. Repairs, additions, and modifications to the lot or facilities will be determined by the Officers and/or the Board of Directors and will be accomplished by the members on a voluntary basis.

6. No alcoholic beverages will be consumed on the premises.

II. MEETING ROOM

1. The meeting room is defined as the eastern approximately one-third of the building, separated from the hanger by the inner wall, to include the two bathrooms and porch area;

2. The meeting room is opened and available to chapter members and their guests on a continuous basis, except as noted below. Chapter members are defined as members of the Experimental Aircraft Association National Organization, EAA Chapter 202, with active attendance and in good standing.

3. Using members will insure that a high state of cleanliness and sanitation is maintained during and after use;
4. All chapter property (furniture, appliances, books, magazines, etc.) is to remain in the meeting room or on the premises unless removal is specifically approved by the Chapter President or Secretary/Treasurer and will be logged in and out in the meeting room journal;
5. Savings on utilities will be of primary concern and importance to member users at all times. Unnecessary utility consuming items will be 'off' when not in use. This is especially true for the hot water heater, air conditioner, heater, fans, etc.
6. Fuel, fuel cans and other highly flammable products will not be kept or stored in the meeting room.
7. The meeting room will be made available to other organizations on a rental basis, with the following conditions:
 - a. Availability to other organizations will be secondary to chapter requirements.
 - b. Availability is on a "first come, first serve" basis;
 - c. A minimum of 24 hours advance request is required.
 - d. The Chapter President must approve use by other organizations.
 - e. Rate Schedule:

Meetings: \$2.00/hour, with a \$5.00 cleaning/damage deposit. Charges will be in one-hour increments with a minimum of one hour.

Social Events: Evening events: \$25.00. All day events: \$25.00. One-half day events: \$15.00, with a \$25.00 cleaning/damage deposit for all events previously mentioned. (Deposit will be paid in advance and returned only after inspection by the chapter.)
 - f. Renting organizations must have a member or members who are also chapter members.
 - g. Renting organizations will be responsible for clean up.
 - h. The hanger area, defined as the western approximately two-thirds of the building, excluding the bathrooms, will be off limits to renters and their guests.
 - i. No alcoholic beverages will be consumed on the premises.
 - j. The above rules will be prominently displayed in the meeting room. III.

III. HANGER

1. The hanger, as defined in (7h) above, is to be used by the Chapter for the storage of Chapter owned aircraft, projects, materials, and equipment and by members for the purpose of construction and/or maintenance of member owned aircraft and/or aircraft related projects.

2. Fuel, fuel cans and other highly flammable products will not be kept or stored in the hanger. There will be NO SMOKING in the hanger at any time.

3. Re-fueling/de-fueling of aircraft will be kept to a minimum inside the hanger and will not be done unless a fire extinguisher is located close by and available for immediate use.

4. Members desiring to perform maintenance or construction on member owned aircraft will adhere to the following guidelines:

a. An hourly rate of \$0.25 and a daily rate of \$1.00 will be charged with 4 hours or more constituting a day. Charges will be in one-hour increments with a minimum of one hour.

b. Members will attempt to perform construction/maintenance as quickly as possible. No time limits will be firmly established, however members will be given a "reasonable" amount of time and will vacate as soon as practical. The Officers and/or Board of Directors will determine what a "reasonable" time is to be on an individual basis and will base their decision on other member's needs. When the Officers and/or Board of Directors that a "reasonable" time has expired have determined it, the President will be instructed to inform the member that he/she must remove the item.

c. Hanger use will be on a "first come, first served basis." The Chapter President will maintain a written log noting the date of the request and order of use.

d. To preclude a member from attempting to force another member out for reasons other than needing the space, and to assist the Officers and/or Board of Directors in making their determination, a grievance procedure will be established. The requesting member's grievance will be submitted either in writing (handwritten, typed or what ever is convenient for the member) or as a formal verbal request to one of the Officers or a member of the board of Directors, stating the purpose for and the date/time he/she desires to use the hanger.

e. Members using the hanger for construction/maintenance will maintain their specific area in a neat and clean condition. At the end of a work session, the area surrounding the project will be swept and cleaned, with all loose items picked up and stowed. At the completion of work on a project and after vacating the hanger, the member/user will assure that the hanger area used is cleaned and ready for the next member's use.

f. If the work being done by a member on a member owned project requires the moving of a chapter owned aircraft out of the hanger, the chapter aircraft will be returned to the hanger at the completion of the work session. Under no circumstances will the Chapter aircraft be left outside overnight unless absolutely necessary.

g. The J-3 Piper Cub (hereafter called the Cub) owned by Arica Dutton, being a "Schoolflight" project, will be given special consideration by the following standards: The Cub may be hangered in the hanger at all times

except when that specific Ranger space is required by another member for construction/maintenance. During the period of time that the Cub is hangered, the Chapter will be recompensed at the rate of \$1.00 per day. If the Cub is removed from the hanger during the day for another member's use and then returned for the night, that will constitute a day's rate.

9. Members removing either the Chapter owned aircraft from the hanger will assure the security of those aircraft by checking and tying down the aircraft at all times they are out of the hanger. If these aircraft should be damaged by a lack of reasonable

IV. Upon Completion and adoption of these rules:

1. A copy will be displayed in a prominent location in both the meeting room and hangar area.

2. The contents will be read by all members at the next meeting following the adoption and so noted in the minutes. Thereafter, it will be the responsibility of each member not present at the meeting to apprise themselves of the contents by reading the display copies.