

# Wyoming Valley Pilots Club

## Building Usage Guidelines

The care, maintenance, and cost of operation of this building is the responsibility of all members to ensure that this facility is kept in a condition that is structurally sound and attractive to use. Because we must do that in a financially efficient manner, your adherence to these guidelines is requested:

- Members and any guests that accompany them are welcome to use the building at any time. You will find the door secure when you arrive, so please secure it when you leave. The deck is equipped with a motion detection light that comes on when it is dark and someone is approaching the building. Please do not unscrew the bulb if you feel it is not working properly and report it.
- As you arrive, if you find any trash on the property please retrieve it and put it in a receptacle in the building. Depending on the season, if the grass needs trimming or the walks and deck need snow shoveling, take a few minutes and pitch in. We don't have a paid maintenance staff, and we don't want to give the impression that we are letting the property run down or we are not using it.
- Turn on any lights you need to enjoy your visit. Please restore their original status when you leave. The same goes for the television, air conditioner in the summer, and the heating units in the colder season. Please keep the rooms you will be using at a reasonably comfortable temperature while remembering that we all share the cost of the electricity, water, propane and sewerage.

The propane heater is our primary heat source. During the heating season the thermostat should be left at 55 degrees when the building is not in use. If heat is needed for a period longer than an hour, the thermostat may be turned up, but to not more than 70. For shorter periods of time, the electric heat is used to supplement the propane unit. The electric heat is controlled by a timer located on the wall to the right of the main closet in the meeting room. Turn the timer dial clockwise to the desired length of time. When that period has expired, the timer will turn the heat off. The smaller meeting room has a wall thermostat. It should be left at 55 degrees when the room is not being used for a meeting. If it is turned up, do not exceed 70. Both restrooms and the utility room have baseboard electric heaters that should only be used in extremely cold weather, and then only set on the low setting. Restore all heaters to original setting before you leave.

- A telephone (288-9709) is located on the wall in the small meeting room and its usage is restricted to local calls. If you have a calling card, you can use it via its "1-800" access. If the phone rings while you're here, please answer it. Unless the person being called is nearby, the taking of messages is not encouraged.
- The aircraft band scanner is preset to local frequencies. There are two speakers located on the upper walls by the front and back doors. A volume control is on the speaker by the front door. If you turn it lower while you are here, please restore it to its original setting before you leave so that others may enjoy the radio traffic.
- Pursuant to a club policy previously approved by the board of directors, the storage of alcoholic beverages in the building is prohibited. Such beverages may not be stored in the refrigerator at any time. There usually are soft drinks in the refrigerator. The donation cup is on the shelf.

We hope these guidelines will be honored and provide all members a pleasant, comfortable place to visit.

Approved by Board of Directors March 21, 2007