

Golden Gate Live Steamers, Inc.
Standing Rules Not Covered by
By-laws or Safety & Operating Rules
November 2012

The club facilities are for members, family & friends use 7 days a week subject to the club By-Laws, Safety & Operating Rules and these following Standing Rules and Guidelines:

1. EMERGENCIES: What to Do in an Emergency: This is also covered in the Safety Manual, but **in case of an emergency, call 911 using the land line phone, either in the club house kitchen or the tool shed**. This will connect you directly with the East Bay Regional Park District dispatcher. They will then send the nearest available units. If personnel are available in the East Bay Regional Park District Corporate Yard next door, they will come here. There is no need to go down to the yard. **Do Not use cell phones** as those calls are routed through Vallejo and will result in a delay in getting a response.
2. CLUB OWNED LOCOMOTIVES AND ROLLING STOCK: The club locomotives and public train rolling stock are reserved for hauling the public, and support of construction and maintenance only. Riding cars available for member use are kept in the Clerici barn (next to the tool house). After use these cars shall be returned to the barn, chained together and benches reinstalled if they have been removed.
3. GUESTS:
 - Guests shall be accompanied by their sponsoring member at all times
 - Guest equipment shall conform to the Golden Gate Live Steamers Safety and Operating Rules and shall have a current boiler certificate from another recognized club.
4. GENERAL RULES FOR MEMBER USE:
 - Facility use shall conform to the Safety and Operating Rules at all times.
 - The club maintains liability insurance for club directed activities only (such as hauling the public either with club equipment or personal equipment). Members are individually responsible when operating for their own benefit.
 - A responsible adult shall accompany all children and young adults under the age of 18.
 - Smoking is allowed in the parking lot only.
 - Dogs must be on a leash at all times. Owners shall clean up after their dogs.
 - The club is not responsible for member's equipment.
 - Each member and their guests are requested to refrain from handling other member's or visitor's equipment, tools or private possessions unless permission has been granted by the Owner.
 - Each member is expected to clean up after himself and any facilities used before leaving the premises. Garbage and debris disposal to any East Bay Regional Park District dumpster is prohibited. If a club event or project generates debris, notify the Grounds Committee chairman for instructions for removal.
 - Any club equipment used shall be cleaned up and returned to its proper storage location before leaving the Golden Gate Live Steamers facility.
 - The use of the shop and tools in the rear of the Shattock Barn is available to all members under the jurisdiction of the Shop Foreman. The club assumes no responsibility for injuries sustained while using the shop or tools. After use, the premises shall be cleaned up and tools returned to their proper places.
 - No club equipment or tools shall be removed from the premises without the permission of the responsible committee chairman or the Board of Directors.
 - Do not remove or relocate hoses. They must remain in place for fire fighting.
 - Any person removing furniture from the club house, shall return or cause to be returned the furniture removed before leaving the premises.
 - There is no night running or overnight stay except at authorized meets.
 - Pay for any sodas or donuts consumed.

- Rest rooms are identified as Ladies and Men. Please use the appropriate facility.
 - The club hand car is for use by club members and/or their guests. It may not be run on the trestle and can only be used on the short inner loop or on the outer loop. If there are other trains operating on the same loop, you must move over to another loop or park the hand car until another loop is available if both loops are being used. Use of the hand car by any member under the age of 12 must be accompanied by an adult at all times and the hand car may never be pushed or pulled by a locomotive.
 - The library reference material in the club house is available to all members under the jurisdiction of the Librarian and contributions or removal of these reference materials shall be coordinated by that person.
 - Donations of publications, tools, materials, equipment, etc. must be coordinated through the respective chairman or club official before being left in the clubhouse or club facility. All donations to the Golden Gate Live Steamers are permanent and without reservations, or claims pertaining to its use or disposition. The club is a 501(c)(3) non-profit organization and donation receipts may be obtained from the club secretary for tax purposes.
 - No vehicles or equipment will be parked overnight without the permission of the Golden Gate Live Steamers president.
5. SECURITY:
- All members shall log in themselves and guests on the sign-in sheet in the clubhouse.
 - If the member unlocks a lock, he is responsible for locking it when done. If others are still using the facility, they shall be made aware it is their responsibility to lock it. If in doubt, lock the lock you have opened and let the next person reopen it.
 - The last person to depart from the track shall make sure that:
 - All the buildings are locked and secured.
 - The power panel is set properly as noted on the panel.
 - From November through March, the water has been turned off and the water lines drained.
 - The main gate is closed and locked.
6. MEMBER FAMILY EVENTS: The facility is available at all times without charge for members to use with their family and friends. Exclusive use is not allowed, other members may use the facility at the same time. No specific approval is required, but as a courtesy it is advisable to notify other members via the club web site (ggl.org), an announcement during the monthly meeting or a note posted in the club house. Member-organized event dates will be scheduled to avoid regular Golden Gate Live Steamers activities such as Sunday run times, workdays or meets/Open House days.
7. EVENTS FOR OUTSIDE ORGANIZATIONS: A Golden Gate Live Steamers member who is a member of another organization may request the use of the facility for that organization. The Board of Directors will be notified of each use and the membership will be notified by a notice in the Call Boy.
- The member organizing the event will be on site at all times, be responsible for the actions of all of his/her guests and be responsible for the proper use of the club facilities & equipment.
 - Outside organizations shall not use the facility for money making events.
 - The organizing member will provide all food and drink consumed and remove any excess when completed. Under no circumstances shall Golden Gate Live Steamers' supply be used.
 - Member-organized event dates will be scheduled to avoid regular Golden Gate Live Steamers activities such as Sunday run times, workdays or meets/Open House days. Use of the facility by an organization will not preclude the use by other individual members at the same time.
 - The maximum total number of event participants for that day will not exceed 75.
 - At the end of the sponsored event, the facility will be thoroughly cleaned after use and all equipment returned to its normal storage location. Garbage shall be removed from the premises.
 - Club locomotives and public train rolling stock shall not be used in support of private events.
 - It is suggested that any sponsored organization make a donation to the club of \$2 per adult and \$1 per child.