

GGLS LOCK PROCEDURES

Revised March 31,2014

All locks (including the clubhouse) have an identical combination except the Shattock Barn car storage building, fuel locker and the high value locker in the tool house which will have separate combinations.

A key list will be maintained by the Grounds Chairman and club Secretary. The combinations will be printed on business size cards and mailed to those on the key list whenever the combinations are changed.

Any member in good standing with a legitimate need for club access and who meets the following criteria and who applies will be added to the key list. All members must undergo a training session in how to properly open and shut-down the facility, in particular the water systems. In addition, all new members shall have been a member for a minimum of six months and have attended club activities at least four times including two meetings. Attendance will be verified with the sign-in sheets in the clubhouse. In general, applicants should be of one of the following categories:

- Occasionally be one of the first members in and opens up the club facility.
- Operators who prefer to run their locomotive(s) on days other than the normal Sunday run day.
- Members who wish to use the club facility for private events such as parties, celebrations, etc.

If in doubt, it is suggested that you not join the list initially, since this will just add one more piece of paper to bloat out your wallet. If at some time in the future you see a need, you can apply for access then and have the combination in a few days.

The combination to the Shattock Barn car storage building is reserved for members of the public train, members who maintain the public train equipment and regular members of the Thursday crew. If you qualify and want access to the car storage building, please clearly state this in your request.

To apply to be placed on the key list, either e-mail your request or telephone Rich Lundberg (E-mail is preferred).

luckylundy@sbcglobal.net

415 924-2167

It is important to note that the combination(s) will be mailed to you at the address listed in the membership roster in the “members only” section on the club website (ggl.s.org) and that you are responsible for ensuring that your mailing address is correct . If you do not have a user name and password, you should e-mail Rick Zoblein to obtain them. If you do not have computer access or are unable to change your listing on the roster, telephone Rick Zobelein and he will update your information for you.