



EXPERIMENTAL AIRCRAFT ASSOCIATION

CHAPTER 55

643 AVIATION DRIVE - MASON JEWETT AIRPORT
P.O. Box 443 MASON, MI 48854



CHAPTER FACILITIES and EQUIPMENT UTILIZATION POLICY

The hangar, tools, equipment and other properties owned by EAA Chapter 55, Inc. are for the benefit of all Chapter 55 members. The following policy is established to provide procedures and protocol for their utilization.

PART 1:

Only members in good standing of Chapter 55 may utilize the hangar facilities and equipment. All Chapter dues and fees must be paid in full to qualify for use.

PART 2:

Space will be leased according to waiting lists for the storage and/or builders hangar areas.

Aircraft Storage Hangar: this waiting list reserves requests on a first come/first serve basis for the storage of an aircraft in the general hangar area.

Aircraft Builder Construction Hangar: this waiting list reserves requests on a first come/first serve basis for work space to build or restore an aircraft in the shop area.

Only aircraft related activities are permitted; i.e. storage, construction or restoration.

No commercial activity is permitted.

Requests for a position on either hangar waiting list shall be listed on the form posted on the bulletin board in the meeting room. The Secretary will maintain the waiting lists and the President will contact those listed as hangar space becomes available.

PART 3:

Allocation of shop and hangar space will be at the discretion of the Chapter 55 Board of Directors.

The Board of Directors will determine the spaces available for lease.

When hangar or shop space is determined to be available, the President will notify the member with the earliest sign up date on the appropriate waiting list. The member will have thirty (30) days to initiate a lease for the space offered.

If a member on the waiting list declines when hangar or shop space is available, their name will be transferred to the next available space on the list or deleted if the member no longer requires hangar space.

The Board of Directors are authorized to limit the size of aircraft or projects to assure compatibility with other tenants of the hangar or shop.

PART 3 (continued):

All leases are on a monthly basis, payable on the first day of the month. A lessee may terminate their lease at any time by providing one month notice and removing their aircraft or project(s). Rent will be payable for the full month in which the removal is made.

Only aircraft or projects owned by the lessee may occupy the rented hangar space.

The lessee may not sub-lease the rented space to any other person.

PART 4:

Temporary - up to fourteen (14) days - aircraft storage within the hangar will be permitted by prior approval of the Board of Directors.

PART 5:

Storage of completed aircraft in the Builders Construction Hangar area will be permitted by approval of the Board of Directors - but only under the condition that no aircraft construction project is deferred or hampered in any way.

PART 6:

All tenants shall sign an appropriate Hangar Lease Agreement and conditions of the Hangar Lease Agreement supersede all information in this policy.

All tenants of any EAA Chapter 55 hangar are required to file appropriate user registration information with Capital Regional Airport Authority.

PART 7:

The Board of Directors is responsible for establishing and maintain a schedule of fees for the renting of the storage hangar and the builders construction hangar.

PART 8:

All Chapter members shall have access to Chapter owned tools and equipment and may use the shop or hangar space for minor personal projects. These activities must not interfere in any way with projects using the shop area or aircraft stored in the hangar on a leased basis and shall be of no more than fourteen (14) days duration.

PART 9:

Storage of personal property of Chapter members in Chapter facilities, other than aircraft or construction projects with associated tools and supplies, will be permitted only by prior approval of the Board of Directors and based on an established fee.

PART 10:

Use of the Chapter meeting room and/or Chapter equipment by members for meetings and activities is encouraged. Usage should be coordinated by listing on the sign-up sheet posted on the bulletin board in the meeting room on a first come basis to avoid scheduling conflicts. NOTE: Meeting room new

PART 10 (continued):

tables and chairs are NOT available to be taken off the premises. And, our new outdoor cooking grill is NOT allowed off of Chapter premises and any members wishing to use it on premises must be properly trained in its use and care.

EAA Chapter 55 use of ANY facilities and/or equipment shall supersede all other uses of the facility and/or equipment.

When using the EAA Chapter 55 meeting room for a function, Chapter members are asked to make an appropriate donation to Chapter 55 for utilities and basic supplies. Suggested donation for the use of utilities and basic supplies is \$10.00 per day of use, plus cost of any other supplies used.

The room and/or any equipment used must be clean and returned to appropriate set up or storage space after such usage. Members using the meeting room are to verify everything is taken care of prior to leaving the premises subject to the AFTER MEETING SHUTDOWN checklist posted in the kitchen.

For any group having a non-Chapter meeting which involves youth, the Chapter member(s) sponsoring the meeting is required to complete the EAA National Youth Protection Certification Program. A copy of each certification should be provided to the Chapter Board of Directors.

Minors are not allowed to use Chapter 55 facilities without adult supervision.

PART 11:

Repair of any damage to Chapter owned tools, equipment or the building is the responsibility of the users.