

## ***Utilization of EAA Chapter 81 Facilities and Equipment Policies and Procedures***

EAA Chapter 81 has rented hangar E7 at Air Center West at Ryan Airfield. This hangar, herein referred to as the “Chapter Hangar”, is intended to become a focal point for the chapter, consolidating the chapter's collection of tools and equipment and providing a place for chapter and member activities.

The following policies are established to provide procedures and protocol for their utilization.

Hangar Utilization Policy - The Chapter Board of Directors will determine appropriate utilization of the Chapter Hangar, to include:

- Chapter meetings
- Chapter member aviation-related meetings
- Learning workshops, lectures, or related educational events
- Work space for aviation-related projects sponsored by the Chapter
- Space for working projects that are elements of Chapter member's aviation projects, such as metal or fabric work involved in aircraft components
- Space for final assembly and flight test support of Chapter member's aircraft
- Space for aircraft maintenance and condition inspections of Chapter member's aircraft
- Storage and checkout arrangements for chapter tools and equipment
- Space for storage of Chapter member's aircraft
- Only aircraft or projects owned by the reserving member may occupy the reserved space.
- The reserving member may not sub-let the reserved space to any other person.
- Activities and projects in the Chapter Hangar must be respectful of other projects in the Hangar, and other tenants at the airport, and not involve any activity or material prohibited such as use of toxic materials requiring ventilation and or painting of more than incidental items involving part priming or touch-up paint from “rattle cans”.
- Repair of damage to Chapter-owned tools, equipment or the building is the responsibility of the users.
- Member shall hold Chapter harmless with respect to any loss or damage to Member's tools, equipment, project or aircraft, for whatever reason or cause.

Hangar Use Eligibility Policy - Only members of Chapter 81 in good standing may utilize the hangar facilities and Chapter properties. All Chapter dues and fees must be paid in full to qualify.

Hangar Space Usage Policy - Only aircraft related activities are permitted; storage, construction or restoration. No commercial activity is permitted. Space will be reserved according to waiting lists by name and date:

- 1<sup>st</sup> Priority - Aircraft Construction Projects - this waiting list reserves requests on a first-come, first-served basis for work space to build, assemble, or restore aircraft.
- 2<sup>nd</sup> Priority - General Aircraft Storage - this waiting list reserves requests on a first-come, first-serve basis for the storage of aircraft. As 2<sup>nd</sup> Priority, any legitimate higher priority request shall take precedent and would result in removal of the stored aircraft with as little as one week notice.
- All Chapter members shall have free access to Chapter owned tools and equipment and may use the shop or hangar space for minor limited time projects on a space available basis. These activities must not interfere in any way with reserved projects using the shop or aircraft stored in the hangar on a reserved basis, and without a reservation may be forced to vacate if a valid reservation is made

during the occupancy. A reservation is encouraged!

Hangar Fee Policy - Utilization of the Hangar is expected to provide reimbursement to the Chapter of the cost of rent and insurance in the form of a “reservation fee”. This fee shall be determined periodically by the Board of Directors and would be paid by the member reserving physical space within the Hangar. The fee shall be apportioned if practicable based upon the effective fraction of utilization. A project or aircraft whose footprint is large enough to preclude other projects or aircraft shall bear the entire fee.

Hangar Operational Management Policy – The Chapter 81 Board of Directors shall appoint a Hangar Manager (either one, or two as Co-Managers), to implement the Hangar Policy on behalf of the Board of Directors, to act in their best judgment in the interest of the Chapter in the spirit of this policy, including development and application of specific procedures and rules to facilitate fair and efficient utilization of chapter hangar resources. The Hangar Manager shall keep the Board of Directors informed as to all rules and procedures so implemented and shall take direction from the Board of Directors when received.

Disputes – When any member disagrees with the actions or directions of the Hangar Manager, and that member believes such actions or directions are contrary to the above stated policies, that member may bring such concerns or objections to the attention of the Board of Directors for a resolution. Such resolution may include amending the Hangar Policies, revising the Hangar Manager's rules and procedures, revising a specific Hangar Manager's decision, or allowing such decision to stand.

Hangar Space Allocation Procedure - Space for project work (bench or small area) and hangar floor area (for aircraft assembly or maintenance) will be at the discretion of the Hangar Manager. The Hangar Manager shall develop and make available a rule and guidelines to manage this activity.

Hangar Space Assignment Procedure – The Hangar Manager shall develop, make available, and implement a Space Assignment Procedure that encompasses the following guidelines.

- Members wishing to reserve space shall make a written request (reservation form) describing their desired space, time-frame, equipment utilization, and nature of project. Reservations of space shall be for a fixed time period (multiple of weeks) to facilitate planning and utilization. Members are encouraged to discuss their project with the chapter Tech Counselors to ensure a realistic time frame for the reservation is considered.
- Hangar Manager shall maintain one or more reservation waiting lists, appropriate to the type of activities considering space requirements and hangar priorities
- When hangar or project space is determined to be available, the Hangar Manager shall notify the member at the top of the appropriate waiting list, and such member will have seven (7) days to initiate a reservation for the space offered. The reservation is considered “initiated” when the reservation documents are complete and the appropriate reservation fee has been paid in full by the member.
- If a member declines when hangar or shop space is available, and to minimize disruption to other members with reservations, the Hangar Manager shall endeavor to revise that member's reservation by exchanging with a following reservation, or another reservation of similar duration.
- Members may terminate their reservations at any time by removing their aircraft or project and notifying the Hangar Manager. If the member wishes to terminate the reservation early, and another reservation is available and ready to take the space, unearned reservation fees for whole week unused periods shall be refunded.
- If the member utilizing the space needs to extend the reservation period due to not completing the desired activity despite reasonable effort, the Hangar Manager shall endeavor to negotiate with other reserving members the additional time requested and any granted additional reservation time

shall be paid in advance by the reserving member.

- The Hangar Manager is authorized to limit the size of aircraft or projects to assure compatibility with other tenants of the hangar or shop.
- Shop space is preferred for active projects. If a project is not being worked on regularly, the Hangar Manager has the authority to request its removal or relocation to general storage if other members are on the waiting list.

Operational Rules for Utilization – The Hangar Manager shall develop and maintain operational rules to be followed for utilizing the Hangar, to include:

- Any aircraft parked in the hangar must display a “reservation form” clearly showing the name, phone number, the date that aircraft was placed into the hangar, and date the aircraft will be removed from the hangar.
- Any aircraft or project within the Hangar that is not under active construction, must be stored in such a way that it can be moved to allow other aircraft or projects to be repositioned within the hangar. It may be necessary to temporarily relocate aircraft in storage within the hangar to an outside tie down. The member understands and agrees that the Hangar Manager may need to move or reposition any aircraft or project to accommodate other aircraft and project movement into and out of the hangar. The aircraft owner will be given all possible notice before an aircraft in storage is tied down outside overnight.
- Aircraft under active construction on the hangar floor area must occupy as little space as practically possible. During Chapter functions it may be necessary to compact the space occupied by an active builder and the building area should accommodate this. Tables, jigs and other large objects should be on rollers so that they can be moved to the side of the hangar and onto a minimum footprint.
- The Hangar Manager shall develop, maintain, and clearly post in the Hangar all rules and operational procedures including lists of allowed and prohibited materials and activities.
- All members utilizing the Hangar are responsible to ensure that their projects are secure when they leave the Hangar for the day. This includes returning tools and equipment to their appropriate storage area and collecting and storing construction materials if practicable.
- All members utilizing the Hangar are responsible to ensure that the Hangar is secure when the last member leaves the hangar. Securing the hangar is accomplished by ensuring all power tools and lights are off and secured appropriately and that the hangar doors are secured and locked. If an air compressor is present, the member will ensure it is switched off or unplugged.
- EAA Chapter 81 is not responsible for any loss or damage to member’s aircraft, or personal property for any reason.

## *Hangar Usage Reservation Form and Agreement*

I, \_\_\_\_\_, am a member in good standing in EAA Chapter 81, have read the attached Hangar Use Policy, and agree to abide by all of its terms and all of the rules for hangar use posted in the hangar. I further agree to keep the area clean, to not store any hazardous or flammable materials in excess of the amounts required for the immediate work being performed, to not dispose on-site any hazardous material, to not spray any toxic material or paint involving more than a few rattle cans, and to make no claims whatsoever to the Chapter for any loss or damage of any kind for whatever reason.

\_\_\_\_\_, Date: \_\_\_\_\_  
Signature

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Aircraft Model \_\_\_\_\_ N Number \_\_\_\_\_

Move in date \_\_\_\_\_ Move out date \_\_\_\_\_

Approving Hangar Manager:

\_\_\_\_\_, Date: \_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

Description of Hangar Use:

***Hangar Usage Reservation Form and Agreement***  
***(display this copy on project)***

I, \_\_\_\_\_, am a member in good standing in EAA Chapter 81, have read the attached Hangar Use Policy, and agree to abide by all of its terms and all of the rules for hangar use posted in the hangar. I further agree to keep the area clean, to not store any hazardous or flammable materials in excess of the amounts required for the immediate work being performed, to not dispose on-site any hazardous material, to not spray any toxic material or paint involving more than a few rattle cans, and to make no claims whatsoever to the Chapter for any loss or damage of any kind for whatever reason.

\_\_\_\_\_, Date: \_\_\_\_\_

Signature

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Aircraft Model \_\_\_\_\_ N Number \_\_\_\_\_

Move in date \_\_\_\_\_ Move out date \_\_\_\_\_

Approving Hangar Manager:

\_\_\_\_\_, Date: \_\_\_\_\_

Signature

Printed Name: \_\_\_\_\_

Description of Hangar Use: