

Los Angeles Live Steamers Railroad Museum

Policies and Procedures



Revised 06/30/2022

LALSRM POLICIES & PROCEDURES

TABLE OF CONTENTS

<u>No.</u>	<u>Title</u>
A-101	Accidents
A-102	Operations Committee Duties
A-103	Rules Governing Use of LALS Facility and Track
A-104	General Rules of Operation
A-105	General Rules for Passenger Station Operation
A-106	Parking and use of Sutchville Driveway
A-107	Pets on the LALS Facility (Board on 5/7/90)
B-101	Security
B-102	Locks
C-101	Safety
C-102	Model Boiler Testing Procedure
C-103	Seat, Truck and Coupler Requirements
D-104	Stationary Steam Plant
E-101	Signal System
F-101	Club Locomotive Use
F-102	Club Riding Car Use
F-103	Misc. Club Cars
F-104	Removal of Club Equipment from the Facility
G-101	Club Locomotive Training Program
H-101	Live-in Caretaker
I-101	Ballots for the Annual Election
I-102	Passes
I-103	Low Income Membership

I-104	Junior Membership
I-105	Reduction of Dues for New Resident Applicants
I-106	New Member Probation
I-107	Club Badges
I-108	Location extension for Resident Members
I-110	Anti-harassment Policy
J-101	On Site Parties
J-102	Commercial Use of Club Facilities
K-101	Certification to Haul the Public
K-102	Visiting Locomotive Engineers
L-101	Facilities Planning & Construction
L-102	Locomotive Shed Leasing Program
L-103	Car Barns
L-104	Boiler Water Supply
L-105	Liquid Fuel Handling and Storage
L-106	Member's Equipment Stored at the LALS Facility
L-108	Property Donations to LALS
L-109	Garden Railroad

- | | |
|----------------------------|--------------------------------|
| A. Operations | G. Club Training Program |
| B. Security | H. Caretaker |
| C. Safety | I. Administration & Membership |
| D. Stationary Steam Plant | J. Parties and Commercial Use |
| E. Signal System | K. Engineer Related |
| F. Club Railroad Equipment | L. Facilities |

Board approval date is the original approval of a Policy

Revised is the date the Board approved the last revision

Policy A-101: Accidents

POLICY:

Accidents that occur on LALS RM grounds are to be documented. This applies to any accident on the facility whether occurring on or off the track.

Trains shall have an ACCIDENT REPORTING KIT on board at all times.

PROCEDURE:

The Operations Committee Chairman is responsible for preparing an ACCIDENT REPORTING KIT and assuring that every train has a complete kit before running.

This kit is to contain two copies of the City of Los Angeles NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT, Form Gen. No. 87, Accident Reporting Kit Instructions, form LALS 028, the Derail Log Sheet form LALS 021, Two Bad Order Tags and a Black ball pen. The kit shall include instructions on where to deliver the completed form at the LALS RM facility.

In event of an accident a copy of the City of Los Angeles NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT, Form Gen. No. 87, shall be submitted to the Griffith Administrative Services. (required by 1992-94 Park permit)

Additional copies of the City form shall be available in the U. P. caboose.

LOS ANGELES LIVE STEAMERS RAILROAD MUSEUM
BRAKEMANS ACCIDENT REPORT

(please print)

(FORM BAR-1)

Accident date: / /

Brakeman: _____

Engineer: _____

Time: ____: ____ AM PM

Describe briefly your account of the accident:

(over)

Estimated speed of train at time of accident:

_____MPH Standing Still: _____

In your opinion what was the primary cause of the accident?

Location of accident: _____

Travel direction from

"Sutchville": West East

Was anyone injured?

Yes how many? No

List car #(s) damaged:

Was loco damaged? Yes No

Loco: Club # _____ Private # _____

Has damaged Club equipment been bad order tagged?

Yes No

Policy A-102: Operations Committee Duties

POLICY:

In addition to that described in Section 8, Paragraph H of the By-Laws duties of the Operations Committee include:

1. A member of the committee will be at the track at all times that the public is being hauled.
2. Make certain that safe operating practices are being used at all times.
3. Ensure that all passenger cars meet the requirements of P&P C103.
4. That each Engineer and Trainman has a copy of the Safety and Operating Rules Book in their possession.
5. That all Trainmen on trains hauling the public are certified in accordance with Paragraph 305 of the Safety and Operating Rules Book.
6. That all Engineers hauling the public are certified in accordance with paragraph 304 of the Safety and Operating Rules Book.
7. Each run day pass out a blank Train Make Up Record (form LALS 021) to each engineer. The completed form is to be turned in at the U.P. caboose at the end of the day.
8. Each run day pass out an Accident Reporting Kit To each train. The kit is to be returned to the U.P. caboose at the end of the day.
9. Check the speed of trains at various track locations to assure operation with the speed limits specified in the Safety and Operating Rule Book.
10. Make certain that all operating steam locomotives have a current boiler inspection.
11. Make certain that each trainman/brakeman has a whistle and a red flag.
12. Track inspection prior to each Sunday run.

Policy A-103: Rules Governing Use of LALS RM Facility & Track

POLICY:

1. LALS RM CLUB FUNCTIONS take precedence for the use of the facility at all times.
2. Equipment may not be tested on the tracks while the public is being hauled.
3. Children under the age of 14 must be accompanied by an adult member, at all times, when they are at the track and must adhere to RULES #5, #6, & #7.
4. The facility is free to be used by "QUALIFIED" members any time the public is not being hauled or Club sponsored events are not in progress.
5. Children who have been "QUALIFIED" as engineers may run when the public is not being hauled or there are no Club Sponsored Special Runs in progress. "QUALIFIED" children MAY run during the Spring and Fall Meets.
6. Children who have not been qualified may run with a qualified adult riding with them, and the adult must be able to reach the controls, when the public is not being hauled and there are no Club Sponsored Special Events in progress.
7. Children who have not been qualified and are operating equipment on the 1" & ¾" track MUST have an adult riding with them at all times.
8. The Sunday operating hours for hauling the public are from 11:00am to 3:00pm. The gate will be closed at 3:00pm and hauling will continue until all persons waiting in the New Sherwood Station have left the facility.
9. All persons who are not qualified to haul the public must stop running on Sunday morning by 10:45am and may not start running again until all the public have left the facility.
10. The kitchen cooking equipment is only to be used for LALS RM CLUB FUNCTIONS. Members may use the barbecue for their personal parties or functions.

Policy A-104: General Rules of Operation

POLICY:

These general rules of operation are in addition to any in the Safety and Operating Rules book.

1. At no time may any passenger be allowed to board or get off a moving train.
2. Locomotives and cars on side tracks must be clear of the switch fouling point when stopped.
3. Trains must take proper precautions against traffic before entering the main line from any side track.
4. All major servicing of locomotives, including oiling, refueling and taking water must be done off the main line. This rule includes locomotives on passenger trains hauling the general public. (Also see A-105). Solid fuel locomotives are an exception in that they may add fuel to the fire box from the tender.
5. Signals must be obeyed when operating on signaled track.
6. On track not signaled, trains must keep a minimum distance of 100 feet apart while running. After making a complete stop they may approach to within one car length if the train is stopped.

Policy A-105: General Rules for Passenger Station Operation

POLICY:

The Station Assistants will assist with the operation of the Public Station.

PROCEDURE:

The Station Assistant shall:

- 1) Assist the train crews with loading and un-loading to avoid unnecessary delay to trains.
- 2) As soon as the in-coming train stops, unload passengers in one direction only and load new passengers directly behind those parting.
- 3) Advise public passengers of the Safety Rules.
- 4) Signal/Notify the Engineer to proceed when the train is ready to go.

GENERAL RULES:

- 1) The two Public station sidings, designated ST1 (outer) & ST2 (inner), are for use of public hauling trains only. Steam locomotives may take on water and minor lubrication on ST2. No refueling is allowed other than solid fueled engines may transfer fuel from the tender to the fire box. (These are suggested guidelines–use common sense).
- 2) A train entering the Public Station when no other train is present shall pull forward as far as possible without fouling the signal system. For steam locomotives this location may also be determined by the most forward access to water.
- 3) The Sutchville station track (siding) shall be used by all trains for entering Webb yard to avoid blocking the main line.
- 4) All loading of non-public passengers is to be done only at Sutchville station using the station siding.
- 5) Any steam locomotive needing water at Sutchville station shall use the station siding and not the main line.
- 6) Webb yard is to be used on Sunday's, primarily, for public passenger train parking. Engineers are encouraged to park in one of the two yard tracks between the North fence and the Public Station for display of their equipment.

7) When leaving either of the two yard tracks at the Public station great care is to be used to avoid splitting the ST1/ST2 switch and stay clear of any oncoming trains. The procedure should be to bring the complete train through the switch then select the desired loading siding and proceed to the station.

8) Members of the public not to be hauled include:

- Children less than 34 inches tall
- Pregnant women
- Children who cannot sit on a seat by themselves
- People who do not safely fit in the cars

9) Children 14 or more years of age can ride by themselves. If under 14 they must be accompanied with an adult or guardian or a child who is 14 or more years old who is supervising the children under 14 years of age with their parent's permission (consent).

Policy A-106: Parking and use of Sutchville Driveway

POLICY:

The rules and procedures for use of the Sutchville driveway and in-field parking area are defined herein and are applicable on run days and those days scheduled for meets or special events. Parking in the LALS RM inner lot will be limited to handicap members (have official handicap sign) at all meets. At a large Meet the Sutchville driveway may be closed during the peak activity period as directed by the Meet Chairperson.

Members hosting a party or picnic do not have any special in-field parking privileges at any time. In general all party guests are to park in the lot and at busy times are expected to park in the lot outside the gate. Members always have priority in parking within the main gate other than at meets and handicap events.

PROCEDURE:

There is to be no parking in the in-field area on Sundays or special events except for caterers or automobiles carrying special displays that have permission from the Operations Committee. A severely handicapped member may park in the in-field area after receiving specific approval by the Board of Directors. He/she must show that the handicap parking area is not adequate. If the member is driven by someone else; then, after leaving the handicap person in the area the driver is to park their vehicle in the regular parking lot (not handicapped).

The inner LALS RM parking lot will be kept clear for unloading/loading large vehicles at all meets except for handicap members as defined above.

Vehicles may enter the infield area to load or unload equipment unless the Sutchville driveway is closed. Immediately after loading or unloading, the vehicle must leave the in-field area.

The head food service person will be allowed access and parking in the infield while preparing and serving food if needed. Caterers may be allowed to use the driveway to replenish supplies.

Emergency vehicles are always allowed access to these areas and must always have clear access at any time.

Policy A-107: Pets at LALSRM Facility

POLICY:

1. Owners who bring pets to the LALSRM facility must conform to the Dept. of Recreation & Parks Regulations.
2. No pet is allowed to roam loose at the facility.
3. Dogs must be kept on a leash that cannot be more than six (6) feet in length and must be under control of the owner at all times.
4. If an animal is bothersome to members or guests who are at the facility, the pet owner will be asked to remove the pet from the premises.
5. Pet owners must immediately clean up after their pet makes a mess of any sort.
6. Repeated infractions of these rules by an owner or a pet will be cause for the Board of Directors to request that the offender not be allowed to return to the facility.

Policy B-101: Security

POLICY:

Security of the Club Facility is the responsibility of each LALSRM member.

PROCEDURE:

If a caretaker is not on the facility grounds or has retired the last member using the equipment is responsible for turning it off such as the air compressor.

The closing and locking of the Tunnel gates is the responsibility of the caretaker and in his absence a member of the Board of Directors.

It is a member's responsibility to close and lock the doors of the locomotive sheds after removal of his equipment. This includes use of the Club locomotives. Obtain key from a caretaker if necessary.

In event a non-member enters the LALSRM facility by any means, when the facility is closed, an attempt should be made by the observing member to escort the person out. If the person(s) refuses, the member should call the Park Ranger for assistance. Under no circumstance is the observing member to use physical force.

Policy B-102: Locks

POLICY:

Keys will be kept under the control of the Club Key Master, who will be appointed by the President.

PROCEDURE:

1. The Key Master will provide a Main Gate Key to any member of LALSRM upon payment of a \$5.00 deposit.
2. Each key will be numbered and a log of the numbered keys and which member they were issued to will be maintained by the Key Master or an appointed assistant.
3. All members who store locomotives or other railroad equipment will be assigned a lock for their storage space. Members are responsible for locking the storage space that has been leased to them.

The GENERAL MEMBER KEY will provide access to the following:

The Registration Booth Walk In Gate	The Registration Booth Door
The Tool Shed	The Fuel Storage Shed
The Tunnel Gates	The Shop Car
The Sherwood Station Public Entry Gate & Station Storage Cabinet	
The General Member "G" Scale Storage Cabinet	
The U.P. Caboose Entry Door	

CLUB-MASTER KEYS will be issued to:

All Board Members	The Operations Chairperson
The Track Forman	The Engineer Training Persons

MASTER KEYS will be issued to:

The President	The Caretaker
The General Superintendent	Special Board Appointed Assistants

SPECIAL ENTRY KEYS will be issued to members who are to perform specific special functions.

OFFICE KEYS will be issued to:

The President

The Treasurer

The Secretary

The Caretaker

NOTE: The key for the OFFICE/LIBRARY will only be given to the President & Treasurer.

Policy C-101: Safety

POLICY:

The Los Angeles Live Steamers Club Safety and Operating Rules will be published and issued to all members. Rule Changes require Board approval.

PROCEDURE:

A copy of the Safety and Operating Rules will be issued to all new members.

Rule changes may be issued as a supplement or by re-issue of a revised book.

Changes or revised books will be issued to members that come to the LALSRLM Club Facility.

A book will be issued to each visiting Engineer.

Policy C-102: Model Boiler Testing Procedure

POLICY:

1. All model boilers shall receive a hydrostatic test once per year, or more often if deemed necessary by a member of the Operations Committee.
2. A metal tag showing the expiration date of the Boiler certification must be displayed on the boiler, (locomotive) or equipment to which the boiler is attached.
3. A member who desires to become a boiler inspector should make application in writing to the Operations Committee chairman.

HYDROSTATIC TEST PROCEDURE AND RULES:

1. The hydrostatic test pressure shall be 1-1/2 times the operating pressure. The operating pressure is the lowest pressure at which the safety valves are set.
2. Safety valves shall preferably be removed and holes plugged, or may be held closed.
3. Owners shall be advised of pressure gages which may be subject to hydrostatic test damage. Gages may be disconnected or isolated from the boiler if damage is likely
4. Safety valves shall be tested preferably under steam if steaming is to immediately follow hydrostatic testing. Otherwise, safety valves shall be tested hydraulically. Locomotive or equipment gages shall be calibrated by comparing and noting the pressure on the equipment gage with that of the test gage at the operating pressure.
5. The equipment owner shall operate the test pump during all phases of testing.

BOILER ACCEPTANCE CRITERIA:

With the boiler held at hydrostatic test pressure, checks shall be made for leakage of water from the following locations, listed in the order of decreasing importance:

- A. Belly (bottom of shell) or boiler outer shell ahead or above the firebox (This leakage may be noted as coming out of the boiler jacket).

- B. Firebox mud ring.
- C. Firebox sheets.
- D. Front and rear tube sheets.
- E. Tubes.

Leakage of any amount from area A or severe leakage from areas B and/or C shall be grounds for rejection, Leakage from areas D and/or E does not present a dangerous condition and should be noted merely as a matter of boiler condition.

A boiler installed on a locomotive or other equipment will not likely hold hydrostatic pressure continuously without further operation of the test pump. This is attributable to normal leakage through check valves, throttle, miscellaneous valves etc. If hydrostatic test pressure cannot be reasonably maintained the boiler shall be rejected.

BOILER TEST CERTIFICATIONS.

Boiler test certificates consist of a two-part perforated form, the smaller portion of which is for the equipment owner. The larger portion is for LALS RM records.

2. The Boiler Inspector, the owner or his representative, and/ or a witness shall sign the large portion of the form. The witness shall preferably be another member of the Operations Committee.
3. All boiler certification forms shall be submitted to the Operations Committee chairman for filing in the LALS RM central boiler certificate file.

Policy C-103: Seat, Truck And Coupler Requirements for Passenger Cars and Approved Cars for Public Hauling

POLICY:

Seats, trucks and couplers on any (Club or private) railroad car used to haul any person other than a member of the owner's family must meet the requirements herein.

PROCEDURE:

SEAT REQUIREMENTS

- 1) Car seats may be made of wood or other material.
- 2) Wood seats must be no more than 10 inches above the car floor and no more than 10 inches wide. Wider seats may use guard rail bars to limit seating space to 10 inches.
- 3) Tractor seats which are molded to the body contour may be installed with the seat bottom no more than 1/8 inch above the sides of the gondola. In no case can the top front edge of the seat be more than 10 inches above the floor.
- 4) Other cushion types must meet the criteria for wood seats.
- 5) All seats must be securely restrained. This may be accomplished in any of the following ways:
 - A) In a gondola fasten all seats to a common frame that fits within the gondola body or bolt the individual seats to the car body.
 - B) On a flat car the individual seats or seat frame must be attached with bolts or screws.
- 6) Car seats, which are 2 inches or more below car sides and no more than 10 inches above the floor, can span entire car width.
- 7) Narrow gage cars with a continuous longitudinal seat must not exceed a seat height of 10 inches above the floor.

TRUCK REQUIREMENTS

- 1) Springs are not to compress more than 1/8 inch when a car is loaded to 680 lb.

- 2) Each wheel of any car or engine truck should lift 1/4 inch off the rail without raising other wheel.
- 3) When a truck side bearing is pressed against a car side bearing, the gap between the opposite side bearings shall be no less than 1/32 inch and no greater than 3/32 inch (king pin seats are in contact).
- 4) When one side of a car is lifted up from a truck, and with the opposite side bearings in contact, the distance between side bearings on the raised side must be a minimum of 1/2 inch (king pin seats are not in contact).
- 5) Trucks should rotate at least 10 degrees each way from the center line.
- 6) Car and truck side bearings should be properly lubricated and in good operating condition. Roller or skid surfaces should be able to contact each other throughout the minimum allowable rotation of the truck, as defined in item #5 above.

COUPLER REQUIREMENTS

- 1) Coupler height is to be no less than 4-5/16 inches from the center of the coupler to the top of the rail when the car is unloaded; it shall be no more than 4-7/16 inches.
- 2) Couplers should be able to rotate sideways through an arc of plus or minus 10 degrees from the center line.

SAFETY CHAINS

- 1) All railroad cars (club or private) in trains used to haul the public shall be interconnected by safety chains. Safety chains should be used on other trains, but installation is not mandatory.
- 2) Chains and their connections shall be approved by the Riding Car Superintendent.

COMPLIANCE

- 1) LALS RM FORM 025 shall be used, for passenger car inspections, to comply with above.
- 2) All cars shall be clearly identified or marked as to whether they did or did not pass inspection.
- 3) Cars that do not pass the LALS RM WHEEL/TRUCK GAGE will not be allowed to use the track until such time wheels/trucks have been corrected and re-inspected.

4) Cars not passing anyone or all of the inspection requirements shall not be used until such time equipment is corrected and re-inspected.

5) All cars will be inspected each year by the appointed "Riding Car Superintendent" and/or his assistants in accordance with the following schedule:

November 15th thru January 15th.

6) A permanent inspection tag with a serial number shall be attached to the bottom of each car after the initial inspection. A log shall be kept of these identification numbers and the car inspection results. When the inspection is completed an inspection sticker will be placed on the right side of the rear end of cars meeting the inspection criteria.

The inspection shall include all of the requirements of this Policy & Procedure.

LALS RM approved 7-1/2" Ga. cars for public hauling

The following type cars are approved for Public passenger hauling service:

1. Passenger type (articulated is acceptable)

Coach Baggage

Pullman R.P.O

Diner Observation

2. Freight type

Boxcar

Gondola

Reefer

Stockcar

Policy D-104: Stationary Steam Plant

POLICY:

A Stationary steam plant will be provided by LALSRM for operation of various pieces of stationary steam equipment. A Stationary Steam Plant Superintendent will be appointed by the Club President.

The Stationary Steam Plant Superintendent will maintain records of operation, written procedures for safe boiler operation and obtain annual boiler inspection by the City of Los Angeles. The maintenance and upkeep of the steam plant is the responsibility of the Stationary Steam Plant Superintendent. The Stationary Steam Plant Superintendent may select other LALSRM members to assist in operation and maintenance of the plant.

The Stationary Steam Plant Superintendent is responsible to assure operation and display of the steam plant at the annual LALSRM Spring and Fall Meets each year. He is to arrange and announce other times of operation that he may select.

PROCEDURE:

The Stationary Steam Plant Superintendent or a member of his committee will be present at all times when the steam plant is operated or will notify an attending LALSRM Board of Directors member or the Caretaker of other operating engineers and times of operation.

Policy E-101: Signal System

POLICY:

Block control will be provided by a signal system. The system will indicate the position of important switches and provide Railroad Crossing (automobile) stop signals.

Provision will be incorporated for two-way train operation.

Policy F-101: Club Locomotive Use

POLICY:

The Club locomotives are only to be used as follows: (See items D, D1, & D2)

1. Hauling the public on Sundays and for *Club sponsored Events: (See items D, D1, & D2). The Children's Hospital Run, The Bill Webb Run & other such events.
2. Training & testing sessions conducted by the Superintendent(s) of Motive Power.
3. Track maintenance projects: (See items D, D1, & D2).
4. Special events that have been approved by the Board of Directors: (See items D, D1, & D2).

NOTE THE FOLLOWING REGARDING THE USE OF CLUB LOCOMOTIVES

- A. Club locomotives may only be used by QUALIFIED ADULT CLUB MEMBERS (See items D, D1, & D2).
- B. Qualified Junior Engineers MAY NOT operate club engines at any time.
- C. The Club Diesel and Steam Engines MAY NOT be used for the following:
 1. To give rides for PRIVATE PARTIES.

If a member is hosting a party or entertaining family members or friends they must use their own engine or make arrangements to use another member's equipment to pull riding cars.

D. Adult Engineers who operate club engines (Items 1, 3, 4, & A) must have done the following:

1. Successfully complete the written and checkout ride tests that are given by the Superintendent of Motive Power for the type of equipment they will be operating.
2. Maintain their eligibility by hauling the public for one Sunday (3-hours) within the past six months.

Policy F-102: Club Riding Car Use

POLICY:

The LALS RM Cub will provide riding cars and cabooses to be used at the LALS RM Facility.

The management of this equipment is assigned to the Riding Car Superintendent.

These cars are primarily for the following uses.

1. Hauling the public on Sundays and for other club sponsored events.
2. Engineer's riding car for the CLUB DIESEL ENGINES.

Note: The club riding cars MAY NOT be used as an engineer's riding car behind engines owned by members or visiting quests except while hauling the public.

3. Members may use the club's riding cars as follows:

- a) To carry other members or guests when the cars are not needed for club activities.

Note: A. The maximum number of cars that can be pulled by any engine is three (3) center bench cars or four 3-seat gondolas.

- b. Only one (1) three seat riding car may be pulled behind yard goat engines or speeders.
- c. Under no circumstances is anyone to pull a long string of cars for testing the pulling capabilities of an engine.

4. All club riding cars are to be stored in the Bresee barn as follows:

A. The three (3) center bench car consists with an attached caboose are to be stored on tracks #1 and #2.

Note: These three cars & caboose consists are not to be disconnected.

B. Gondolas with three (3) seats are to be stored on tracks #3 and #4 along with the cabooses.

C. Maintenance of way cars are stored on tracks #5, #6, & #7.

5. All riding cars are to be returned to the Bresee Barn after every use.

6. If there is a problem with a car a Bad Order Tag is to be attached to the car describing the problem and a second tag filled out and placed in the Car Superintendent's mailbox in the U.P. Caboose.

Policy F-103: Miscellaneous Club Cars

POLICY:

The Club may provide various cars (i.e. flat cars etc.) for general club use. The usual purpose is maintenance.

Club cars are not to be stored on any leased shed track.

PROCEDURE:

Engineers may pick up these cars as needed.

These cars are to be stored in the Bresee car barn.

Policy F-104: Removal of Club Equipment from the Facility

POLICY:

The procedure defined herein is to be followed when it is necessary to remove Club equipment for repair, maintenance or servicing or when equipment will be loaned to an individual or another organization. Equipment as covered by this procedure specifically includes Locomotives, cars and cabooses. The corporation secretary shall maintain a record for all equipment removed from the facilities together with release and hold harmless agreements and proofs of insurance.

PROCEDURE:

Approval by the board of directors is required prior to removal of any Club equipment from the facilities. Equipment to be removed for any purpose other than for repair, maintenance or servicing shall require the execution of a "Release and Hold Harmless" agreement and presentation of a valid insurance policy which names the Los Angeles Live Steamers Railroad Museum as an additionally insured party. A "release and Hold Harmless Agreement has been prepared by Don Emmer, a club member and attorney, which should be executed prior to release of any equipment from the facilities.

Upon return of the equipment a member of the Board of Directors or appropriate committee chairman is to verify the fact and inform the secretary that the equipment has been returned. The records are to maintained for a minimum of 90 days after return.

Policy G-101: Club Locomotive Training Program

POLICY:

A training program for the various Club locomotives will be conducted by the Superintendent of Motive Power. The objective is to provide each Engineer with the skills necessary for safe operation of Club equipment. The course material, examinations and examination procedures will be established by the Superintendent of Motive Power. Assistant instructors may be selected from the membership by the Superintendent.

A fee of \$5.00 will be charged all students.

PROCEDURE:

Training classes will be conducted on two Sundays a month as selected by the instructors. Exceptions may include special events and holidays. New students may sign up for the course by contacting a Superintendent of Motive Power.

All students will be given a written examination based on the Safety and Operating Rules (minimum passing grade 70%) and a final road test on the locomotive which they will become eligible to run. Steam locomotive engineers will be given an oral examination covering general knowledge of steam locomotive care and operation. On satisfactory completion of the course all engineers will be given a Passenger Engineer Certification badge. In addition those completing the steam locomotive course will be given an Engineers Certificate signed by the LALSARM Club President.

A list of those engineers who maintained their eligibility to operate certain Club locomotives will be posted in the Union Pacific caboose. Maintenance of eligibility requires the running of the respective locomotive for one Sunday (minimum of 3 hours) within the past six months. An Engineer may be reinstated by satisfactory completion of a check run with a Superintendent of Motive Power.

Policy H-101: Live-in Caretaker

POLICY:

All live-in Caretakers are subject to an annual performance review. Additional special performance reviews may be held at the discretion of the Board of Directors. In event of unsatisfactory performance the Caretaker may be placed on probation or requested to leave.

A Caretaker's Agreement shall be signed annually by each Caretaker and the Board of Directors.

PROCEDURE:

The annual performance review will be conducted at the July Board meeting. Prior to the meeting the "Annual Caretaker Performance Review" shall be completed by each Board member using Form LALS 018. These completed forms will be used at the July review.

The Caretaker's Agreement, Form LALS 014-2, (copy attached) will be signed on or before the July Board of Directors meeting.

Policy I-101: Ballots for the Annual Election

POLICY:

Ballots shall be prepared by the Secretary in line with Election and by-law change procedures established in the existing by-laws at the time of the voting. The President may appoint an associate to the Secretary for this purpose from among the members of the Board of Directors.

PROCEDURE:

The Ballot shall be prepared in accordance with terminology listed on form LALS 017.

A fact sheet listing each candidate and their personally submitted qualifications will accompany the ballot.

Any other issue being voted upon will also be described in the fact sheet.

Prior to printing of the ballot and fact sheet, the Election Associate will review the material for accuracy in format, spelling, and clarity.

In order to be acceptable, the ballot must restate By-law conditions for submission of ballots both as to absentee and in person methods for casting votes.

Mailing procedures will comply with existing By-laws at the time of the voting.

Policy I-102: Los Angeles Live Steamers Railroad Museum Pass

POLICY:

Passes may be issued by LALSRLM members to their friends and others who wish to visit the Club Facility.

Passes will be available from the Membership Chairman.

PROCEDURE:

Contact the Membership Chairman to purchase passes.

Pictured below are both sides of a Los Angeles Live Steamers Official Pass.

When a member issues a pass he/she is to complete the "issued to" and "date of Issue" lines on the front then sign the back side. For the next six months the person who was issued the Pass can use it to enjoy our facilities, as per the "Operating Schedule" as shown on the face of the pass. After the six months has expired the Pass is no longer valid. If used the invalid Pass will allow the visitor access to our facility one final time. However, the official allowing access will keep the Pass and return it to the Membership Chairman. Any Pass without an expiration date will be treated the same as an invalid pass.

Policy I-103: Low Income Membership

POLICY:

In accordance with Article VI, Section 1, Paragraph C of the by-laws members on low income may apply to the Board of Directors for a special rate. An application is required to be filed each year. The application must be received no later than January of the applicable year. Late applications will not be considered.

PROCEDURE:

Applicant is to complete and sign Form LALS 019 available from the Club Office Manager. The completed form is then to be given to either The President or the Secretary. Unsigned applications or application by other than Form LALS 019 will not be considered.

Policy I-104: Junior Membership

POLICY:

In accordance with Article V Section 17 of the by-laws it is the policy of LALSRM to encourage Junior memberships by young people, 14 to 17 years of age, who have a mechanical aptitude and an interest in the hobby. Each Junior member must have a sponsor who is a resident member of LALSRM and who will be responsible for his/her coaching. This coaching includes but is not limited to:

1. Familiarization with the LALSRM Safety & Operating Rules, Policies, and Procedures.
2. General Facility Safety
3. Proper care of Club equipment
4. Club security

Applicants for Junior Membership shall meet the requirements of Article V, Section 16 of the by-laws, as for a resident member.

In the event a sponsor wishes to be replaced, he/she will be responsible for finding the replacement subject to the approval of the LALSRM Board of Directors. A Junior membership ceases to exist in the absence of a sponsor.

The annual dues for a Junior member shall be \$20.00 per fiscal year. An annual application will be required. On reaching the age of 18 years the Junior membership expires. At that time continued membership in LALSRM requires payment of the regular resident member annual dues. Paid Junior dues will be prorated toward the annual adult dues.

In accordance with P & P A103 a Junior member may operate 3/4 inch and 1 inch equipment at any time. He may operate 1-1/2 inch equipment or be a trainman under the supervision of his/her sponsor or another regular LALSRM member at times when the public is not being hauled.

A Junior member may assist the Station Assistant if so requested but shall not be left in charge of Sutchville station or handle any monetary transactions as stated in the Bylaws approved November 1995.

Policy I-105: Reduction of Dues for New Resident Applicants

POLICY:

New resident applicants who join LALSRM starting April 1 of the year shall have a dues reduction. The reduction shall be on a quarterly basis at \$5.00 per quarter. The dues revert to the normal annual amount the following year. The initiation fee remains the same in all instances.

PROCEDURE:

The Chairman of the Membership Committee shall ascertain each new applicant's dues according to the chart below and notify the applicant of the dues amount.

The initiation fee and dues amount are payable concurrently.

<u>JOINING MONTH</u>	<u>DUES RATE</u>
JANUARY	\$50.00
FEBRUARY	\$50.00
MARCH	\$50.00
APRIL	\$45.00
MAY	\$45.00
JUNE	\$45.00
JULY	\$40.00
AUGUST	\$40.00
SEPTEMBER	\$40.00
OCTOBER	\$35.00
NOVEMBER	\$35.00
DECEMBER	\$35.00

Policy I-106: New Member Probation

POLICY:

New members will initially be placed on six month probation. These new members are expected to participate in at least four workdays during their probation period. The time worked is not to be less than twenty four hours total. Four hours of work is the minimum for a single day. Participation is also required for six Sundays as a conductor, after the probationary member has passed the conductor's test, for a minimum of three hours each Sunday to accumulate a total of eighteen hours conducting.

A probationary member who fails these requirements may not become a regular member and the \$100.00 initiation fee will not be refunded as stated in the corporation's By-Laws.

Exceptions to this policy may be made by the Board of Directors at a formal Board meeting. The results of a review and the reasons for the exception are to be documented in the minutes of the meeting.

PROCEDURE:

When a probationary membership has been approved by the Board of Directors the new member will be asked to attend a monthly general member meeting and to pay the nonrefundable initiation fee of \$100.00. The new member will be introduced to the members present at the meeting. The \$50.00 annual due will not be paid until the probationary member has completed all the requirements of probation.

Verification of work time earned will be by the General Superintendent or a designated representative. Verification of time earned as a conductor or station assistant will be by an Operations Chairperson or a designated representative.

It is the responsibility of the probationary member to fill out the Daily Probationary Work Time Card and to have it signed by an authorized representative. The form LALS-033 is used for recording earned time and when filled out properly, signed, and is then to be placed in the appropriate time card mail box in the U.P. Caboose the day the time has been earned.

The membership chairperson or their designated representative will keep a record of earned time in the Probationary Member Data Base and will periodically give a copy of the earned time record to the member for their review so they know how they are doing.

The Earned Time record will be given to the Board at the end of the probationary member's six month time for review, approval or rejection.

The acceptance or rejection of a probationary member will be recorded in the Minutes of a Board Meeting.

Policy I-107: Club Badges

POLICY:

Both members and their family should have badges. Category 1 is for family members and Category 2 is for members. Badges are available in two styles: clip-on or pin-on. Badges will be obtainable each Sunday throughout the year. Members and family are encouraged to wear their badges for both identification and public relations reasons.

If the name tape is worn out it may be replaced by the member or the Club will make one. In any case the color scheme described under procedure must be used.

PROCEDURE:

CATEGORY 1—FAMILY MEMBERS

All family members, of the General Membership, who own their badge and are not themselves a member will have their name embossed on BLUE tape (white letters showing through) and appropriately attached to their badge.

All members in good standing, who wish to have a badge for family members, may purchase badges from the Office Manager at a cost of \$2.00 each and have names embossed on the tape at that time.

CATEGORY 2—MEMBERS

ALL MEMBERS IN GOOD STANDING (resident, non-resident, charter, honorary and special) shall have their name embossed on RED tape (white letters showing through) and appropriately attached to their badge. This is in addition to any other badge attachment.

Policy I-108: Location extension for Resident Members

POLICY:

A resident member who has been in good standing for at least five years, and has to relocate beyond the customary 60 statute miles, due to a job, retirement, or other reasons has the right to petition the Board of Directors to continue their membership status, or change their membership to Non-Resident, per Section 12, paragraph A and B of the bylaws. For members that have had their membership changed prior to this date, but no more than four years have lapsed may be reinstated at the discretion of the Board of Directors without payment of an initiation fee or back dues, per Section 8, paragraph C of the bylaws.

PROCEDURE:

A member that makes a request to retain their Resident Membership, or requests a change to Non-Resident Membership status must apply in writing to the Membership Committee. The committee will review the request and present it to the Board of Directors for their consideration.

Policy I-110: Anti-Harassment Policy

POLICY:

All LALS RM members and guests have a right to gather at the club in an environment free of harassment and offensive and improper conduct. The club will not tolerate harassment, bullying, disrespect or conduct that could cause members, guests or the public to feel humiliated, intimidated, discriminated against, or unwelcomed. This includes harassment based on an individual's race, color, religion, sexual orientation, national origin, ancestry, medical condition, genetic characteristics, marital status, intellect, disability (physical or mental) or medical condition. We come together at LALS RM to enjoy, work, learn and share the love of trains and railroading. Our interactions should promote collegiality and mutual respect of one another and the furtherance of our hobby.

Conduct need not arise to the level of a violation of state or federal law to violate this policy. A single act can violate this Policy and provide grounds for disciplinary action as set forth below. Members are responsible for the actions of their guests and family members and may be disciplined as set forth below for their guest's and family member's actions.

PROCEDURE:

Any member, guest or member of the public who believes they have been subjected to harassment, or anyone who has observed such conduct against another person, are asked to confidentially report their concerns to a LALS RM board member. When any board member receives such a complaint that member must notify the rest of the board members. All board members must be notified of any such incident report.

The board shall promptly investigate the allegations in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable. As part of that investigation, the board may question the accused member and/or others and the accused member may request to speak before the board.

If the board determines that harassment occurred, the board will take into account the nature and seriousness of the harassment, and any prior conduct and the remorse or lack thereof of the accused member, may take all or some of the following actions:

1. Ask the member to correct his or her behavior and apologize to the victim

2. Suspend or expel the member
3. Such other action as the board deems appropriate.

The actions taken by the board shall be documented in confidential records maintained by the Board.

Policy J-101: On Site Parties

POLICY:

Parties or picnics on LALSARM grounds must be hosted by an LALSARM member and are subject to the following conditions:

1. The group size does not exceed 15 people (Note: See item #4).
2. The host member assumes complete responsibility for all their guests for compliance with the safety rules.
3. The host makes arrangements for giving their guests train rides either by using the member's engine or the use of another member's engine.

Note: Members are not allowed to use the club engines for private use. This includes pulling trains to give rides to family members or guests.

Note: Club riding cars may be used for private parties if they are not needed for club activities (Refer to P&P F-102 dated 8-20-01 item 3-A).

4. Specific approval has to be given by the Board of Directors for parties that will have more than 15 people.
5. The host member is responsible for cleanup and returning tables or other club equipment to the locations where they belong.

PROCEDURE:

For parties scheduled on a Saturday approval must be received from the club General Superintendent before the party request is presented to the Board.

Party requests must be presented to the Board no later than the monthly Board meeting preceding the requested party date. Club activities or events take precedence over member parties or special functions.

Policy J-102: Commercial Use of Club Facilities

POLICY:

Club facilities may be used occasionally for commercial purposes such as but not limited to movie making. Any such commercial use of Club facilities shall be governed by written contract which shall be negotiated with the commercial organization in accordance with the following procedure prior to any use of the facility. Only a member of the Board of Directors may negotiate the contract which is subject to the approval of the Board of Directors. The suggested fee is \$1000.00 per day for use of the Club facilities, but is negotiable dependent on the complexity and duration of the job.

Payment to LALS RM members for either their time or for the use of their private equipment in said commercial project is a separate negotiation directly between the members involved and the commercial organization over and above the contract referred to above. Members are not authorized to commit to use of club facilities without specific approval of the Board of Directors.

This policy does not apply to films shot as a part of a school class project; however, the approval of the Board of Directors for said use of club facilities shall be required.

PROCEDURE

A written contract is required, which may be one provided by the organization requesting the facility, subject to review by the Board of Directors prior to formal submission or the standard club contract form, either of which must contain the following contractual provisions.

1. Full liability insurance coverage meeting or exceeding the requirements of the City of Los Angeles, and the Los Angeles Live Steamers including an Indemnity and Hold Harmless Agreement (form LALS 025).
2. A clear statement that the commercial organization is responsible for any damage to the facility or any equipment used and the provisions for repair or replacement in the event of damage.
- 3 The date(s) and time(s) the facility will be used.
4. What club equipment will be used.
5. The amount and terms of payment.

6. A provision for cleanup and/or restoration of Club facilities and equipment upon completion of the commercial endeavor.

The Commercial Organization is also to provide:

1. A Copy of the Department of Parks & Recreation permit.
2. A Copy of the Declaration page of their insurance from the Authorized agent of a specified insurance company.

Policy K-101: Certification of LALSRM Members to Haul the Public

POLICY:

Paragraph 213 of the LALSRM Safety and Operating Rules require that engineers hauling the general public shall be qualified engineers.

Qualification shall be established by the Superintendent(s) of Motive Power or other designated instructors.

PROCEDURE:

Qualification of LALSRM members will consist of:

1. Satisfactory (minimum grade of 80%) passing of a written examination based on the LALSRM Safety and Operating Rules and
2. A road test where the Engineer must demonstrate satisfactory operation of his/her locomotive and adequate familiarity with the LALSRM track layout and signal system.

On satisfactory completion a passenger Engineer Certification badge will be provided.

Qualification of members of other clubs will be in accordance with P&P K102.

Policy K-102: Visiting Locomotive Engineers

POLICY:

Engineers who are members of other Clubs may bring their equipment and run it on LALSRM track.

A checkout ride will be made on the initial visit of each Engineer on his train to familiarize him with the LALSRM facility. The checkout will also verify the ability of the Engineer to safely operate his locomotive.

PROCEDURE:

One of the club engine instructors or others designated by the Club President will ride on the visitor's train. A member of the LALSRM Examining Committee will ride on the visitor's train. The Committee member is to acquaint the visiting Engineer with the LALSRM track, signal and switching systems and verify the Engineer's knowledge in safe operation of his/her locomotive. The instructor is to verify that the visiting Engineer has a copy of the LALSRM Safety and Operating Rules.

Policy L-101: Facilities Planning & Construction

Bylaws References:

ARTICLE II, SECTION 1

Except in case of repairs or emergencies, any material change to the physical shape of the Club facility, including without limitation, buildings, structures, track layout or Club boundaries, shall be approved by the Voting Membership at a duly called General Meeting or Special Meeting. Any such vote shall comply with the provisions of Article I, GENERAL MEETINGS OF THE MEMBERSHIP (Amended November 16, 2002)

Chairperson of the Facilities Planning Committee

The Chairperson of the Facilities Planning Committee shall be responsible for the planning of Facility additions, removals, and modifications with respect to right-of-way, tracks, buildings, air, water and electrical systems, public accommodations, parking, and beautification of the Facility, shall be responsible for proposals in the form of sketches, layout drawings, mockups, models, and any other medium that will allow an accurate review of a facility change by the Board of Directors, and as required, by the General Membership. The Chairperson of the Facility Planning Committee shall process, in conjunction with the General Superintendent, all Facility Change Requests (FCR) submitted by any Member before presentation to the Board of Directors for consideration and possible approval. The Facility Planning Committee shall consist of the Chairperson and two (2) members. One member shall be the General Superintendent and the other member shall be appointed by the Board of Directors.

General Superintendent of the Corporate Facility

The General Superintendent will be responsible for the construction and maintenance of all corporate owned or controlled facilities and equipment except as otherwise specified by the Board of Directors, shall organize the work crews required to carry out the construction and maintenance of facilities and equipment under such jurisdiction and as required by Facility Change Requests which have been approved by the Board of Directors and the membership. The General Superintendent will be required to give a monthly report of activities under the Superintendent's jurisdiction to the Board of Directors at the Board Meeting. The General Superintendent will be considered as the Chairperson of the Facilities Construction and Maintenance Committee.

POLICY:

Except in cases of routine minor repairs or emergencies, any change to the physical shape, appearance, and structure of the Club facility, including and without limitation to, buildings regardless of size, permanent and temporary structures, water and power and compressed air utilities, equipment fueling equipment, track layout, event decorations, and Club boundaries, shall be approved by the Voting Membership at a duly called General Meeting or Special Meeting. The meeting and vote shall comply with the provisions of Article I of the LALSRM Bylaws.

The Facility Planning Committee shall consist of the Chairperson and two (2) members. One member shall be the General Superintendent and the other member shall be recommended by the Chairperson and approved and appointed by the Board of Directors.

The Facilities Planning Committee shall be responsible for the planning of all facility additions, removals, and modifications, including and without limitation to, right-of-way, tracks, buildings regardless of size, air, water and electrical systems, public accommodations, parking, event decorations, equipment fueling equipment, and landscaping and beautification of the Facility. The Chairperson of the committee shall be responsible for all proposals being in the form of sketches, layout drawings, mockups, models, and any other medium that will facilitate an accurate review of a proposed facility change by the Board of Directors and by the General Membership.

The Facility Planning Committee shall review all Facility Change Requests (FCR) submitted by any member before presentation to the Board of Directors for consideration and possible approval. The Chairperson shall present the committee's recommendation on the FCR to the Board of Directors for its consideration.

All proposed FCR requests are to be formally submitted to the Committee Chairperson on a FCR (Facility Change Request, Form LALS 009-2), for approval by the Board of Directors and the General Membership prior to initiating any work.

A Facility Change Request shall be automatically cancelled if the Board of Directors determines by vote that no significant work has been completed within one year after the final approval by a vote of the membership. An FCR subject to this action must be resubmitted as a new FCR proposal that shall be processed in accordance with this Policy and Procedure.

PROCEDURE: The sequence of events for FCR consideration is as follows:

1. The originator fills out the FCR Form, clearly describing the project, including who will do the work, and submits the original to the Committee Chairperson. The originator must be able to explain in detail and substantiate the cost information provided. Additional drawings, sketches etc. are to be included as necessary to describe the project. The FCR must be either typed or hand printed.
2. The completed FCR is presented to the Board of Directors by the Committee Chairperson at the next Board meeting. The Committee Chairperson shall explain the FCR and the committee's analysis and recommendations. At this meeting, the board reviews the FCR and defers further action until the subsequent meeting. An exception may be made for an emergency or safety issue. If the board determines that a Building Permit issued by the City of Los Angeles, Department of Building and Safety will be required, the FCR originator must obtain any necessary drawings and specifications that will be required by the City.
3. The board either gives preliminary approval or rejects the FCR at the subsequent meeting of the Board of Directors.
4. In accordance with LALSRM Bylaws ARTICLE I GENERAL MEETINGS OF THE MEMBERSHIP, a meeting of the membership shall be held for the purpose of taking a vote on a proposed FCR that has been given Preliminary Approval by the Board of Directors. All procedures for such meetings must comply with Article 1 of the LALSRM Bylaws.
5. An FCR, for which the Board of Directors has concluded that a Permit issued by the Los Angeles Department of Building and Safety is required, shall not proceed beyond a vote by the membership until the required Permit is obtained and presented to the Board of Directors for consideration.
6. The originator must secure all the necessary permits from the Department of Building and Safety. If any City fees or charges must be paid, the originator shall present a request for LALSRM funds at the next meeting of the Board of Directors, and with approval of such request by the board, may proceed with the City Permit process.

7. The Facility Planning Chairperson verifies that all required permits and approvals are in hand and signs the FCR, along with the President, authorizing the project to proceed. No work can be done until this step is completed.

8. A copy of the approved FCR is provided to the General Superintendent. When the work is completed, the FCR Chairperson and the General Superintendent inspects the work for compliance with the FCR and workmanship.

1. The Chairperson submits a recommendation to the Board of Directors for approval of the completed FCR if the completed work agrees with the FCR and is judged to be of acceptable quality. Following approval by the Board, the FCR Chairperson and the General Superintendent signs the original of the FCR a second time. If the work is not approved, the Chairperson and the General Superintendent shall make a detailed report of the issues for presentation at the next scheduled meeting of the Board of Directors. The Board, with the advice of the Chairperson, shall decide upon any remedial actions needed to correctly complete the FCR.

2. At such time as the completed FCR form is signed by the Chairperson and the General Superintendent, it is then returned to the Facilities Planning Chairman and filed in the permanent office records of the Los Angeles Live Steamers Railroad Museum.

3. The FCR Committee Chairperson shall report at the monthly meetings of the Board of Directors on the status of all FCRs that are in progress. Of particular concern are FCRs that are partially completed and possibly abandoned by the originator of the FCR. The Chairperson shall provide the Board of Directors a plan of action to either remove the partially completed project from the facility or a plan to complete the project in an expedient and cost-effective manner. Members who do not complete their approved FCR project shall not be favored with approval of FCR projects submitted in the future unless the board votes to make an exception to this member's conduct.

Policy L-102: Locomotive Shed Leasing Program

(Special transition rules apply; see page 8)
(Terms in bold type are defined in this P&P)

Summary of Lease Terms, Payments and Discounts	
Lease Term	Payment Options/Discounts Available
If 36/36 Rule met 3-year term	0 3-year payment — 10% discount* or 0 Annual payments — if 40/40 Discount met 40% discount if 40/40 Discount not met, full rate
If 36/36 Rule not met 1-year term only	o Annual Payment— full rate
*Must choose either 10% discount or 40% discount; cannot be combined	

1 Statement of Policy

The purpose of this policy is to fairly allocate space in the LALSRM’s train sheds taking into account: (i) the availability of storage space; (ii) a members short and long-term participation in LALSRM activities, such as pulling the public, (iii) providing a measure of predictability for members leasing tracks and (iv) discouraging inactive members from using track solely for storage purposes.

2. Per Track/Per Member Basis

All rules in this policy apply on per track and per member basis:

- a. A member may allocate Shed Credit he or she has earned to only one track at a time. For example, a member leasing two tracks must earn 72 hours of shed credits during the applicable Shed Credit Earning Period to satisfy the 36/36 Rule for both tracks, and must earn 80 hours of Shed Credit during the applicable Shed Credit Earning Period to obtain the 40/40 Discount for both tracks.
- b. Shed Credit may not be transferred, credited or given to a different member, including assignees and sub-lessees except to other immediate family members as provided in paragraph 6(c). If a member sells his or her equipment, the lease for the track on which such equipment is stored does not automatically go along with the sold equipment or track leased; however the new owner can take an assignment of the lease pursuant to Paragraph 8(a).

- c. Each hour of Shed Credit can only be allocated to one track at a time. For example, a member or family leasing two tracks must earn at least 72 hours of Shed Credits during the applicable Shed Credit Earning Period to satisfy the 36/36 Rule for both tracks, and must earn at least 80 hours of Shed Credit during the applicable Shed Credit Earning Period to obtain the 40/40 Discount for both tracks.
 - d. The same hour of Shed Credit may be applied to both the 36/36 Rule and the 40/40 Discount.
3. Qualifications: In order to lease or sublease a track, a member must be a resident or nonresident member in good standing.
4. Shed Credit:
 - a. Shed Credit Earning Period: A member earns "Shed Credit" for engaging in approved activities.
 - b. The Shed Credit Earning Period for the 36/36 Rule for any lease is the 36-month period commencing on May 1 of the third year prior to the commencement of such lease and ending on April 30 immediately prior to the commencement of such lease.
 - c. The Shed Credit Earning Period for the 40/40 Discount for any lease year is the 12-month period commencing on May 1 of the prior year and ending on April 30 immediately prior to the commencement of such lease year. A lease year is July 1 to June 30 of each year.
 - d. Shed Credit earned in any Shed Credit Earning Period can only be credited to such Shed Credit Earning Period. Shed Credit may not be carried over to another Shed Credit Earning Period.
 - e. Approved activities: Members can earn Shed Credit by performing the following activities. Except as otherwise provided below, members earn one hour of Shed Credit for each hour engaged in these activities:
 - 1) Engineer
 - 2) Conductor
 - 3) Safety Coordinator
 - 4) Station Assistant
 - 5) Kountry Kitchen worker

- 6) Onsite Shed Credit (see subparagraph (j) below)
 - 7) Offsite Shed Credit (see subparagraph (k) below)
 - 8) Other activities during each Sunday on which the Museum is open hauling the public that are approved from time to time by the Board of Directors.
 - 9) Locomotive owners whose locomotive is used to haul the public if the owner is not operating it. Owners earn 0.75-hours of Shed Credit for each complete % hour that his or her locomotive is hauling the public. Only one owner per locomotive may earn Shed Credit.
 - 10) Community service events (for example the Bone Tumor Run, the Bill Webb Handicap Run, etc.) approved from time to time by the Board of Directors.
- f. Calculation: Shed Credit shall be calculated in $\frac{1}{4}$ hour increments. No member may earn more than 7-1/2 hours of Shed Credit from any and all activities for a single Museum event (including multi-day events) except for (i) members earning Shed Credit as Station Master or Safety Coordinator, who can earn a maximum of 12 hours per event or (ii) members setting or tearing tear down for the Halloween runs, who can earn a maximum of 16 hours per day. No Shed Credit shall be credited for time taken for engine inspection, assembling a train, breaks, lunch, or storing the train at the end of the event including hauling the public.
- g. If a member engages concurrently in more than one activity for which Shed Credit is available, Shed Credit shall be credited for only one of the activities for the same time period.
- h. The Shed Manager shall calculate and post Shed Credit monthly at the Museum. At the end of each Shed Credit Earning Period the total hours of Shed Credit shall be posted in descending order of Shed Credit earned. All disputes regarding time cards and Shed Credit shall be resolved by the Shed Manager. A member may appeal a dispute to the Board of Directors in accordance with Paragraph 10(c).
- i. Time Cards. Shed Credit is determined from time cards submitted by a member. Time cards must be completed and deposited in the box provided in the U. P. caboose no later than the end of the month in which such Shed Credit was earned. Shed Credit may not be awarded for cards which are late, illegible or incomplete. Time cards shall be in such form and contain such information as determined

from time to time by the Board of Directors and shall contain information sufficient to comply with this P&P-

- j. Onsite Shed Credit for physical work during scheduled Museum workdays must be approved by the General Superintendent or a Board member present at the work session. Onsite Shed Credit for physical work done onsite but on other days will be credited only after verified by the General Superintendent or a Board member.
- k. Shed Credit for work performed off-site must be approved in advance by the Board of Directors or an authorized subordinate.

5. Allocation of Tracks

- a. 36/36 Rule: If a member earns at least 36 hours of Shed Credits during the 36/36 Rule Shed Credit Earning Period applicable to such lease term, such member shall be deemed to satisfy the 36/36 Rule and shall be entitled to retain his or her leased track for the next lease term without competition from another member, regardless of the number of hours of Shed Credits earned by other members. If a member does not satisfy the 36/36 Rule, such member may still be eligible to lease or sublease a track for one year in accordance with subparagraph (d).
- b. Timing of Notices and Applications: The Shed Manager shall send out notices to members or families whose leases are expiring or who must pay subsequent annual installments of their lease payment. Applications for new tracks must be received by the Shed manager no later than 15 days prior to the commencement of the new lease term or such other date as the Shed Manager may designate.
- c. Form of Track Lease Applications: Track lease applications shall be in such form as determined from time to time by the Board of Directors. Information requested shall be sufficient to comply with this policy and shall include, without limitation, the name of the requesting member, secondary contacts, type and length of equipment to be stored on such track, type of locomotive(s) to be stored, a statement that the owner of the equipment is the applicant, the requested track, whether such applicant is willing to share the track, and any special requests.
- d. Order of Track Allocation: Within the groups specified below, each member may select a track from among the available tracks in descending order of hours of Shed Credit earned by such member. Each year, available tracks shall be (i) tracks leased by members not satisfying the 36/36 Rule, (ii) tracks vacated by previous lessors, (iii) additional tracks made available by the Museum, and (iv) tracks for which a previous lessor has not made timely lease payments.

After a member has selected a given track, the next member in such group below in order of Shed Credit earned may select from the remaining tracks. All eligible members within each group below must receive a track before any member in the following group is entitled to any tracks.

Subject to subparagraph (f) below, available tracks shall be allocated among eligible members in each of the following groups in the following priority:

- 1) All members who have satisfied the 36/36 Rule who wish a track or a different track (full three-year lease); followed by
 - 2) All members requesting a second or additional tracks who have satisfied the 36/36 Rule . for each such track (full three-year lease); followed by
 - 3) All other members (one year lease only).
- e. Insufficient Tracks: if there are not sufficient tracks for all members requesting a track:
- 1) Members are encouraged to resolve such situation informally by sharing tracks, taking another track or other means. If there are still not sufficient tracks available, tracks shall be assigned as set forth above. The Board of Directors shall have the discretion, to be rarely used, to adjust the allocation of shed space to maximize track usage. Continuing leases may not be adjusted without the consent of the lessor.
 - 2) Waiting List: Members desiring a track shall be placed on a waiting list. If an available track becomes available, members on the waiting list will be offered such available track in the same priority as set forth above.
- f. Narrow Gauge Barn: Owners of narrow gauge equipment will have priority in the narrow gauge barn and shall be allocated within the narrow gauge barn as set forth above. Standard gauge equipment owned by an owner of narrow gauge equipment may also be stored in such barn.
- g. Removal of Equipment: Members shall remove their equipment from tracks prior to the expiration of a lease that is not being renewed. If the member does not remove his or her equipment, the Shed Manager may physically remove equipment, but only after obtaining approval from the Board of Directors and notifying the affected member that such action will be taken; that if such equipment is preventing a new lessee from occupying such track, the Shed Manager may move such equipment to a vacant track or steaming bays for temporary storage

and notify the affected member. In all cases it is a lessee's responsibility to notify any sub-lessee or owner of equipment on any affected track of such actions.

6. Lease Terms and Agreements

- a. Track Leases for members satisfying the 36/36 Rule are for a 36-month period and shall commence on July 1 of the applicable year and end on June 30 of the third year thereafter. Track Leases for members not satisfying the 36/36 Rule are for a 12-month period only and shall commence on July 1 of the applicable year and end on June 30 of the following year.
- b. If a track becomes available on other than July 1 of any year, such track will be leased (i) for a member satisfying the 36/36 Rule for the remainder of such stub lease-year and additional lease years, or (ii) for a member not satisfying the 36/36 Rule for the remainder of such stub lease-year.
- c. Tracks may be leased by a member alone or jointly with one or more other immediate family members. However, at least one family member must earn, by himself or herself and not in combination with other family members, the sufficient number of hours in order to meet 36/36 Rule or earn the 40/40 Discount with respect to that track. Non family members may not jointly lease tracks.
- d. Only complete tracks shall be leased by the Museum.
- e. Lease of a track shall include any assigned storage space and, if there is no other track above or below the assigned track, the space above or below the track.
- f. All lease agreements are subject to the terms, conditions, and limitations of LALSRM's use permit from the City of Los Angeles. If LALSRM's permission to use Griffith Park or any shed is terminated by the City, all affected leases shall automatically end and concurrently terminate without refund.

7. Lease Payments

- a. Amount: Rental rates for all tracks in all sheds are \$10 per foot of track per year, with the exception of the second and third level tracks in the Phil West Barn which are \$9 and \$8 per foot of track, respectively. The Board of Directors may from time to time revise these rates and discount for new leases by majority vote.
- b. 40/40 Discount: If a member earns at least 40 hours of Shed Credit during the 40/40 Discount Shed Credit Earning Period applicable to

such lease year, such member shall get the 40/40 Discount, a 40% reduction in the rental rate for such lease year. The 40/40 Discount must be earned annually. If a member does not earn the 40/40 discount in any subsequent Shed Credit Earning Period the lease rate shall revert to the full amount for the next lease year.

- c. Payment Terms: Members satisfying the 36/36 Rule may pay for a three-year lease in three annual installments or in one payment for the entire three-year term. Members paying in advance for the three-year lease term shall be entitled to a 10% reduction in the rental rate; provided such member is not also eligible for the 40/40 discount.

The 40/40 Discount is available for annual payments only.

All payments are due in advance of the commencement of the applicable lease year. If a lease payment is not made within 10 days after it is due, such lease is subject to cancellation, and such track put into the available track pool and assigned as set forth in paragraph 5(d) above.

8. Assignments. Subleases. Terminations

- a. Assignments: A member may assign his or her lease to another member for the remainder of the current lease term. The assignee shall not be credited with Shed Credit earned by the assignor, unless he or she is an immediate family member of the assignor. Accordingly, a nonfamily member assignee shall not be eligible for any discounts applicable to a subsequent lease term unless the assignee has himself or herself earned sufficient hours of Shed Credit to qualify for the 40/40 Discount. The assignee assumes all responsibility for the track and lease upon the effectiveness of any assignment. The Shed Manager must be notified of any lease assignments.
- b. Subleases: A member may sublease a portion, but not all or substantially all, of his or her track to another member. The rate charged to the sublessee shall be determined between the lessor and the sublessee but may not exceed the rate being paid by the lessor, prorated for the time and length of track being subleased. The original lessee shall retain all responsibility for the track and the acts of the sublessee, including violations of this P&P and removal of all equipment and clean up at the end of the lease. A sublease may not further sublease a track.
- c. Voluntary Early Termination of Lease: A lessee may cancel his or her lease prior to the expiration of its term, upon written request to the Board of Directors. The lessee shall receive a refund equal to 50% of any lease payments made in respect of the remainder of the lease term, pro-rated for such period. If the lease is cancelled after

July 1 of any year, no refund shall be given in respect of that year but may receive a rebate of 50% of payments made for any subsequent years of such lease as aforesaid.

- d, Early Termination of Lease for Cause: If a member (or his or her sublessee) fails to comply with the provisions of this policy, the Board of Directors may, upon notification to the lessor in writing of the reasons therefore, terminate such member's lease. The lessor may appeal such decision in accordance with Paragraph 10(c). If the lessor does not appeal the original decision such decision shall become final at the time the next Board of Directors meeting is scheduled.

The lessor of an involuntarily terminated lease shall be entitled to a full refund of lease payments made in respect of the remainder of the lease term, pro-rated for such period. The member shall have 30 days to remove his or her equipment after the Board of Directors decision becomes final. Thereafter, if not removed, the member's equipment shall be deemed abandoned and the Board of Directors may dispose of such equipment, through sale or otherwise, as the Board of Directors determines. Termination of a lease automatically terminates any subleases on the same track. Sublessors may not appeal any decision nor have other any rights to the track, including receiving a refund for any sublease payments made to the lessor.

9. Maintenance and Safety of Sheds

- a. The lessee and any sublessees assume the risk of any theft, damage or destruction of their equipment stored on a track. Lessees and any sublessees must maintain and keep the area, around and under their equipment in a neat and orderly manner.
- b. Storage of any flammable liquids, such as gasoline, propane, diesel fuel, etc., and anything that could cause a fire and/or explosion, such as oily rags, open containers of oil or grease or other types of combustibles, is prohibited from being stored inside the sheds.
- c. Fuels, such as gasoline, diesel or fuel oil (except any kind of LPG), remaining in locomotive fuel tanks or tenders, is permitted. Before any type of steam locomotive is stored in a shed, the operator shall verify that all live coals, oil or LPG fires are completely extinguished, including any pilot flame. Gasoline engines shall be shut off at the ignition switch.
- d. Batteries should be disconnected where possible, from all loads, in a positive manner. Charging of storage batteries while inside a lease shed is not permitted except if using an approved automatic charger or for charging the Museum's electric locomotive.
- e. LALSRM shall furnish a lock and key or combination lock for the shed doors to all respective lessees. Doors shall remain locked at all

times except when an operator is present and/or using equipment. Locks may be rotated or changed at the sole discretion of the shed manager. No private locks may be placed upon shed doors at any time. Replacement charges for lost or cut locks will be charged to the lessee.

10. Amendments, Waivers and Interpretations

- a. The Board of Directors may from time to time waive any of this policy or create an exception from this policy for general application or for individual members or tracks. If the board grants an exception or waiver for an individual member or track, the Board shall not be required to grant such an exception or waiver for other members or tracks in the same or similar situations. If the board grants an exception or waiver for one situation it shall not be required to grant an exception or waiver for future situations of the same or different type.
- b. The Board of Directors shall have the discretion, to be rarely used, to waive this policy for caretakers, charter members, and unusual life situations that may have prevented a member from earning Shed Credit after being an active member of the Museum. The Board of Directors will make every effort to avoid such special actions that adversely affect members who have earned Shed Credit by notifying the member of such action as far in advance as possible.
- C. The Board of Directors shall be the final arbiter for enforcement and interpretations of this policy. If a member disagrees with any enforcement or interpretation of this policy by the board or the Shed Master, the member may appeal such decision to the Board of Directors, which shall hear the matter at the next Board of Directors meeting or such other time as the Board of Directors and such member may mutually agree. The member appealing such decision shall have the right to appear at such hearing. Any decision of the Board of Directors at such hearing shall thereupon become final.

Policy L-103: Car Barns

POLICY:

The primary purpose of the car barns is to store Club cars. With the exception of the Phil West Barn, space may be leased at a rate per track foot per year established by the Board of Directors. Leases will be for one year at a time. Leased track may not be sub-leased.

Leased track will be limited to the actual length required to store the leasee's cars. Only completed functioning cars may be stored.

Liquid fuels and chemicals are prohibited from being stored in the Car Barns at all times.

PROCEDURE:

Attached is a sample lease (Form LALS 007) for Car Barn space.

The leased space per car will be the overall car length between coupler ends.

Renewal will be based on available space.

Policy L-104: Boiler Water Supply

POLICY:

The club will supply boiler water for use at the club facility.

A boiler water system manager will be appointed by the President.

The specific water process shall be approved by the Board of Directors.

A description of the process used and the procedures shall be documented and maintained in the club files.

Policy L-105: Liquid Fuel Handling and Storage

POLICY:

The club will provide a secure storage building for member's liquid fuel containers. Storage space is limited so members are requested to store fuel containers only when they are active in running their engines. Long time storage of inactive containers results in a full building penalizing those that are operating regularly and cannot get space. Members with inactive equipment may be asked to take their containers home.

Only containers approved for the respective fuel shall be used.

Gasoline: Refueling of locomotives with gasoline shall not be done on the Main line near the fuel storage building on the Disney Loop. Fueling shall be done on a siding at least 30' from the fuel storage building. Gasoline locomotives shall not be refueled with passengers on board. The locomotive engine shall be shut off prior to refueling.

Diesel and Propane: Refueling of diesel or propane fueled steam locomotives shall be done at the Sutchville siding. Boiler fires shall be extinguished prior to refueling.

PROCEDURE:

A main gate key will provide members access to the fuel storage building.

Each container shall be identified with the owner's name and contents of the container.

Policy L-106: Member's Equipment Stored at the LALS RM Facility

POLICY:

Each member will make a list of all equipment stored at the Los Angeles Live Steamers Railroad Museum facility. Equipment to be listed includes locomotives, cabooses, freight and/or passenger cars, fuel storage tanks, and any other items of substantial value. Each item will be described in such a manner that identification can readily be made.

Miscellaneous items left on the premises not in storage facilities are assumed to be Club property. This does not apply to tools inadvertently left at the facility.

PROCEDURE:

Each year members with equipment stored at the Los Angeles Live Steamers Facility will identify equipment stored and the location on the form (LALS 001) attached to this procedure.

The completed form is to be given to the General Superintendent by January 1 of each year.

Forms may be obtained from the General Superintendent or the Office Manager.

Policy L-108: Property Donations to LALSRM

POLICY:

Material and equipment may be donated to LALSRM. This material or equipment becomes the property of LALSRM to be used/and or disposed of by LALSRM at their unrestricted discretion. Donors are to describe the item(s) donated and waive any future rights. The form is not required for minor items.

PROCEDURE:

The LALSRM Owner/Gift Agreement, form LALS 008, is to be used to describe the item(s) donated. The donor is to sign and date the form.

Policy L-109: Garden Railroad

POLICY:

Members may install and operate a Garden Railroad in the garden within the public station area.

PRODEDURE:

1. A wrought fence will be installed around the area allocated to the Garden Railroad to provide security.
2. LALS RM members and their children, who must be at least ten years old, may participate in the operation of the Garden Railroad.
3. Members who are not operating the “G” scale equipment, their children and/or guests shall view the Garden Railroad from the New Sherwood Station area.
4. The wrought iron gate leading from the station area to the Garden area is to be locked at all times. Members who are operating “G” scale equipment will enter the garden area through the gate next to the restroom building.
5. All train equipment shall be removed from the garden area and stored after members are finished running. Storage shall be in approved plastic cabinets only. Wood or cardboard boxes shall not be used or left on LALS RM premises.
6. It is the responsibility of members who participate in the operation of the Garden Railroad to maintain the track, structures and landscaping so they are always presentable.
7. No member shall operate another member’s equipment without first obtaining permission from the owner.

Appendix:

<u>No.</u>	<u>Board Approved</u>	<u>Revised</u>	<u>President</u>
A-101	09-08-1987	02-03-1992	Lew Soibelman
A-102	02-05-1990	None	W.F. Wilhelm
A-103	01-05-1987	07-10-2001	Al Rowsell
A-104	11/18/1986	11-08-1993	Lew Soibelman
A-105	11-03-1986	02-07-1994	Al Rowsell
A-106	11-03-1986	05-06-1996	Al Roswell
A-107	04-20-1979	08-14-2001	Al Rowsell
B-101	02-09-1987	08-06-1990	W.F. Wilhelm
B-102	01-05-1987	07-10-2001	Al Rowsell
C-101	07-09-1986	03-09-1987	Lew Soibelman
C-102	12-07-1987	03-06-1989	William Coleman
C-103	08-23-1987	09-05-1995	Tim LaGaly
D-104	09-08-1986	09-08-1987	Lew Soibelman
E-101	11-03-1986	None	Bill Semerau
F-101	01-05-1987	09-09-2001	Al Rowsell
F-102	01-05-1987	08-20-2001	Al Rowsell
F-103	11-03-1986	None	Bill Semerau
F-104	08-03-1987	None	Lew Soibelman
G-101	09-08-1986	01-08-1990	W.F. Wilhelm
H-101	06-09-1986	09-05-1995	Tim LeGaly
I-101	04-06-1987	None	Lew Soibelman
I-102	11-03-1986	08-29-1988	William Coleman
I-103	07-06-1987	None	Lew Soibelman
I-104	10-09-1989	12-04-1995	Pamela Dong
I-105	12/04/1989	05/03/1993	Lew Soibelman
I-106	08-06-1960	04-02-2001	Al Rowsell
I-107	08-05-1991	None	W.F. Wilhelm
I-108 (Prev. I-110)	03-07-2011	None	Les Kovacs
I-110	2019	None	Ted Merchant
J-101	02-09-1987	08-30-2001	Al Rowsell
J-102	09-08-1987	None	Lew Soibelman
K-101	09-08-1986	12-20-1994	Al Rowsell
K-102	11-03-1986	02-22-1994	Al Rowsell
L-101	03-11-1986	08-03-1992, 10-07-2016	Lew Soibelman
L-102	03-11-1986	06-19-1997, 11/01/2010	Pamela Dong
L-103	03-01-1986	None	Bill Semerau
L-104	03-11-1986	None	Bill Semerau
L-105	03-01-1986	05-08-2000	Dan O'Brien
L-106	03-11-1986	None	Bill Semerau
L-108	09-06-1987	None	Lew Soibelman
L-109	07-10-2000	None	Al Rowsell

This document has been reviewed and approved by the Board of Directors:

Ross Harper, President

William Walker, Secretary

Date

Date