



## Miami Valley Astronomical Society JBO Qualified Member Agreement

A John Bryan Observatory Qualified Member is a Key Holder proficient in the essential JBO operating procedures of the observatory. As a Miami Valley Astronomical Society (MVAS) member in good standing who has completed the published qualification process, you are eligible for key holding privileges at John Bryan Observatory (JBO). As a JBO Key Holder, you agree to abide by the John Bryan Observatory Policies and Procedures as well as the following rules.

1. JBO Key Holders will adhere to all rules, regulations, policies and procedures stated here, in the JBO Policies & Procedures document, and as established by the Ohio Department of Natural Resources (ODNR) for John Bryan State Park.
2. The keys issued for John Bryan Observatory by the Qualification Committee are for the personal use of the member to whom the key is issued. The key is not to be loaned to any other person for any reason.
3. Keys are not to be duplicated.
4. Lost keys are to be reported immediately to the Qualifications Chairperson and the John Bryan Observatory Chairperson. See Appendix A for contact information.
5. While a JBO Key Holder is present at JBO for a non-private function and during the park's normal operating hours, the observatory is considered open to the public and to all MVAS members.
6. When the JBO is open for a non-private function and the park is closed, access by MVAS members or the general public is authorized for JBO only.
7. The privilege of being a JBO Key Holder also brings with it support responsibilities. These responsibilities include participation in at least four (4) of the following types of activities each year:
  - a. MVAS Public Stargaze/ MVAS Outreach Event (ANY location)
  - b. JBO Grass Cutting
  - c. JBO Work Parties
  - d. Apollo Observatory Volunteer
  - e. MVAS Meeting Presenter
  - f. Organize and conduct an official MVAS workshop

**IMPORTANT NOTE:** Simply attending an event does NOT fulfill a Key Holder's obligation.

Other MVAS volunteer activities/work hours beyond the above list will be considered. The final award of credit for activity participation will be determined by the Qualifications Chair and/or the Board.

It is the responsibility of the Key Holder to make sure each of their activity participations is recorded and reported to the Qualifications Chairperson as they occur.

The requirement of four (4) events in a year will be defined as four (4) credits. For those unable to participate fully, credits may also be purchased at a fee of \$10 per credit. This is intended to add flexibility and be another option for Key Holders to fulfill their obligation requirements. A Key Holder may pay for as many credits in a year as needed to complete their JBO Key Holder obligation. All fees will be placed in a JBO Key and Lock fund to maintain and replace keys and locks.

8. As long as the co-tenant, Applied Optimization, is not actively engaged in operations at JBO, the JBO Key Holder closing the facility is responsible for ensuring that:
  - a. The building is not occupied by unauthorized persons and is completely vacated.
  - b. All lights are turned off.
  - c. Thermostats are set to specified temperatures. (See associated placards.)
  - d. All MVAS-owned equipment removed for use outside the observatory must be returned to its home location inside the facility.
  - e. All doors to MVAS-controlled areas and the outer door to the facility are locked.
  - f. All doors on MVAS-owned outbuildings, (*e.g.*, the Maury Childs Memorial Observatory and Merry-Go-Round) are properly locked.
  - g. All gates are properly locked.
  - h. All security systems are engaged and operational (where applicable).
9. A JBO Key Holder must surrender his or her key to the Qualifications Chairperson if the Qualification Committee takes disciplinary action against them or if the key holder is no longer a member in good standing.
10. Failing to comply with the above listed items will result in the following disciplinary actions:
  - a. The first offense will result in a strong letter of reprimand to the key holder and a copy will be permanently posted to the individual's record.
  - b. The second offense will result in the individual's key to JBO revoked for a period of six (6) months. To re-obtain a key, the individual must go through the qualification process again.
  - c. The third offense will result in the permanent revocation of the key holder's key and the individual is no longer eligible to be a key holder at any point.

**JBO QUALIFIED MEMBER AGREEMENT  
SIGNATURE PAGE**

I have read and understand the foregoing rules as well as the policies and procedures set forth John Bryan Observatory in the JBO Policies and Procedures document. I agree to abide by all of them at all times while using this facility. I understand that being a JBO Key Holder is a privilege, not a right of membership and may be revoked or suspended by the MVAS Qualifications Committee.

\_\_\_\_\_  
Signature, MVAS Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, MVAS Qualifications Committee Chair

\_\_\_\_\_  
Date

JBO Key Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## Appendix A

Emergency: 911  
Greene Co. Sherriff: (937) 562-4800

MVAS Qualifications Chairperson  
Chair: Jim Ventling  
[qualifications@mvas.org](mailto:qualifications@mvas.org)  
937-376-2074

MVAS JBO Chairperson  
Chair: Bob Connell  
[jbochair@mvas.org](mailto:jbochair@mvas.org)  
(937) 367-4688

MVAS Assets Chairperson  
Chair: David Orth  
[assets@mvas.org](mailto:assets@mvas.org)  
(937) 241-3101

MVAS Board [board@mvas.org](mailto:board@mvas.org)

MVAS Officers  
Pres: Linda Weiss  
[pres@mvas.org](mailto:pres@mvas.org)  
(937) 371-2867

VPres: Molly Wakeling  
[vp@mvas.org](mailto:vp@mvas.org)

Sec: David Orth  
[secretary@mvas.org](mailto:secretary@mvas.org)  
(937) 241-3101

Treas: Ron Wellman  
[treasurer@mvas.org](mailto:treasurer@mvas.org)

## CHANGE LOG

<b>1</b>	1 Apr 2014	10:10 PM	Removed Greg Grierson and added Ron Hestand as Qualifications chair on the contact page.
<b>2</b>	24 Sep 2014	6:42 PM	Added disciplinary actions to the document (See Rule #10).
<b>3</b>	9 Feb 2016	10:33 AM	- Modified Appendix A to reflect new board contact info. - Added David Orth as Assets Chair to Appendix A
<b>4</b>	12 Feb 2016	10:22 PM	- Revised Rule #7 to broaden the obligation requirements. - Modified Appendix A to reflect new board contact info.
	<p><u>Original text prior to revision:</u></p> <p>7. The privilege of being a JBO Key Holder also brings with it support responsibilities. These responsibilities include:</p> <ol style="list-style-type: none"> <li>a. Participation in some of the routine maintenance of the observatory facilities under MVAS control as well as the grounds.</li> <li>b. Participation in not less than two (2) of the eight (8) MVAS lease-required Camper's Stargazes at John Bryan State Park.</li> <li>c. Participation in scheduled group work, facilities clean up and/or improvement sessions.</li> <li>d. Support for special, planned JBO events.</li> </ol>		