

## **Observatory Training & Use Policy**

This document presents policy for the training and use of the San Diego Astronomy Association's Observatory and the 22" Lipp Telescope.

### ***Training***

Training is open to all members of the club and the general public. The Association will hold training classes at the observatory when enough interest warrants a class. Date, time and curricula of the class shall be at the discretion of the acting Observatory Director. No person shall be denied participation in a training class, in concordance with our educational mission. However, size of a class may be limited due to the constraints of teaching in the small environs of the observatory. In instances where class size must be limited, preference will be given to 1) Contributing Members who meet the requirements outlined below; 2) other members not meeting the requirements outlined below; and 3) the general public, in this order. Participants not able to attend a class will be placed on a waiting list for the next class.

In order to use the Association's observatory and the telescope, members must be trained in its use and operation. The training class' intent is to familiarize users with the specific operational functions of the observatory, and not to train them in telescope operations. The following requirements must be met in order for members to be authorized to use the observatory and telescope. The member must:

- 1) be a Contributing Member of the Association in good standing for at least one year.
- 2) demonstrate working knowledge of an equatorially mounted telescope.
- 3) demonstrate working knowledge of the attachment and use of telescope accessories, such as diagonals, eyepieces, finders, filters, and other common attachments to optical telescopes.
- 4) possess rudimentary mechanical skills for simple machine operations at the observatory.

### ***Use***

Once a member is trained, they can reserve the telescope for personal use, as long as the following provisions are met:

- 1) The member must host one public observing session at the observatory within six (6) months of completing the training class.
- 2) After the hosting requirement is met, members must use the observatory at least once per year in order to remain on the active user list. Members not meeting this requirement must retake the training class before being allowed to use the observatory again.
- 3) After the hosting requirement is met, members can reserve any open night except the Saturday nights of the public star parties at Tierra del Sol (two nights a month), and the Friday night preceding the Saturday night public star parties. This Friday night is automatically reserved for the star party host's personal use.

All other nights are available for reserving the observatory for personal use. The procedure for reserving and using the observatory is as follows:

- 1) Contact the Observatory Director to reserve the desired date. The Observatory Director will confirm its usability on the desired date. Reservation is on a first-come first-serve basis.
- 2) The Observatory Director will supply the member with the combinations to the observatory, which regularly change to ensure security and control of the observatory.
- 3) The member will report back to the Observatory Director any problems or concerns with the observatory. No member is to make repairs, corrections, modifications, or to perform any work on the observatory, the telescope, or equipment without the express permission of the Observatory Director or the Board of Directors.

This policy is set forth in order to assure the SDAA's control of and the use of the observatory. The SDAA reserves the right to modify this policy at any point and without notice to the membership. Any member not complying with the policy as set may lose use privileges of the observatory, and will only be reinstated at the discretion of the Observatory Director and/or the Board of Directors.