

**VBAS Standing Rule
Lock and Key Policy
Baseline Approved (DATE)**

It shall be the policy of the VBAS that the Director of Facilities and Equipment shall have sole responsibility for the maintenance of all VBAS locks and keys. The Facilities Director shall maintain an active list of key holders. The Facilities Director shall provide keys to board members and officers upon request. The Facilities Director may provide keys to other members at the Facility Director's discretion based on a continuing need for access to the facility for maintenance, volunteer activities, Society-sanctioned observing programs, or the like. The combination to the gate lock shall be provided to members upon request.

This standing rule can be modified or eliminated by the Board of Directors as deemed necessary. The current version of this standing rule will be available on the VBAS website.