

Kitsap Live Steamers, Inc.
Standing Guidelines Not Covered by the
By-laws or Conduct of Operations
January 2014

The facilities at the track are for members, family & friends use 7 days a week subject to the Kitsap Live Steamers, Inc. (KLS) By-Laws, KLS Conduct of Operations* and these following Standing Rules and Guidelines:

1. **EMERGENCIES:** What to do in an Emergency: **In case of an emergency, call 911! The address is 3101 SE Marbeth Lane, Port Orchard, WA 98366.** Send someone to watch for the arrival of the aid unit so that they can be directed to the injured person. Follow first aid protocol until professional help arrives.
2. **KLS OWNED LOCOMOTIVES AND ROLLING STOCK:** The KLS locomotives and public train rolling stock are reserved for hauling the public, and support of construction and maintenance only. One exception is that the “Little Blue” electric engine is available for members that have conductor and engineer status. Note: to not change or add cars to this train. A limited number of riding cars are available for member use on a first come first serve basis. After use these cars shall be returned to their place of storage unless directed to do otherwise. Guests shall be accompanied by their sponsoring member at all times. Please report any problems or damage to the member in charge, usually the superintendent for the day or any board member present.
3. **GUEST EQUIPMENT:** Guest equipment shall conform to the KLS Conduct of Operation and if steam powered shall have a current boiler certificate.
4. **GENERAL RULES FOR MEMBER USE:**
 - Facility use shall conform to the Safety and Operating Rules at all times.
 - The KLS maintains liability insurance for KLS directed activities only (such as hauling the public either with KLS equipment or personal equipment). Members are individually responsible when operating for their own benefit.
 - A responsible adult shall accompany all children and young adults under the age of 18.
 - Smoking, the use of cannabis containing substances and or consumption of alcoholic beverages is not permitted on park grounds including KLS facilities and track.
 - Dogs must be on a leash at all times. Owners shall clean up after their dogs.
 - The KLS is not responsible for member’s equipment or responsible for damage caused by others or by any other cause.
 - Each member and their guests are requested to refrain from handling other members or visitor’s equipment, tools or private possessions unless permission has been granted by the Owner.
 - Each member is expected to clean up after himself and any facilities used before leaving the premises, please take your garbage and debris home with you for proper disposal.
 - Any KLS equipment used shall be cleaned up and returned to its proper storage location before leaving the facility.
 - We have a limited selection of KLS tools that are available for use in the Thomson building. We assume no responsibility for injuries sustained while using KLS tools. After use, the premises shall be cleaned up and tools returned to their proper places.
 - No KLS equipment or tools shall be removed from the premises without the permission of the responsible committee chairman or the Board of Directors.
 - Any person removing furniture from the facility shall return or cause to be returned to their proper place storage before leaving the premises.
 - There is no night running except at authorized meets.
 - Coffee and water is available. Please make a donation in the supplied coin bank to offset the purchase of these items.

- The rest room is located in the Thomson building. The light will automatically turn on upon entering and off upon leaving.
- The library reference material in the KLS house is available to all members under the jurisdiction of the Librarian and contributions or removal of these reference materials shall be coordinated by that person.
- Donations of publications, tools, materials, equipment, etc. must be coordinated through the respective chairman or KLS official before being left in the KLS house or KLS facility. All donations to Kitsap Live Steamers, Inc. are permanent and without reservations, or claims pertaining to its use or disposition. The KLS is a 501(c)3 non-profit organization and donation receipts may be obtained from the KLS secretary for tax purposes.
- No vehicles or equipment will be parked overnight.
- Steam engines and live steam emitting from them can be very hot. Please warn your guests as well.

5. SECURITY:

- All members shall log in themselves and guests on the sign-in sheet in the Thomson Building.
- If the member unlocks a lock, he/she is responsible for hanging the lock on its hasp and closing it so that it will not disappear.
- The last person to depart from the track shall make sure that:
 - All the buildings are locked and secured.
 - Power is turned off to all external devices and the handles are secured by the lock provided.
 - All gates are closed and locked
 - A more detailed list of closing procedures is available in the Thomson building. Please ask to see a copy which is available in the Thomson Building or by clicking on the link.(Link will be here). You will be given a copy in your membership packet as well.

6. MEMBER FAMILY EVENTS: The facility is available at all times without charge for members to use with their family and friends. Exclusive use is not allowed, other members may use the facility at the same time. No specific approval is required, but as a courtesy, it is advisable to notify the KLS president by email or a call. Member-organized event dates will be scheduled to avoid regular KLS activities such as Saturday run days or our fun-run days.

7. PARKING:

There is a limited amount of parking space at the KLS facilities. There are no lines to guide you into a parking space, but please use your judgment in locating your vehicle so that the available space is optimally used. Note that there are two handicap parking spaces next to the gate to the enclosed KLS facilities. Also there is a space that is reserved for turning around and parking trailers.

*Note: A current copy of the KLS Conduct of operations and other documents will be provided to you in the new member packet. Once you have joined as a member all other KLS documents can be downloaded and viewed on your computer. You will also have access to the list of KLS members and other KLS documents that are reserved for member use. Please refer to our website: <http://kitsaplivesteamers.org> for more information.

To get the most out of your KLS membership, be sure and check the list of committees and Advisory Panels in which you can participate. Be an involved member and not one that is just on a list!

A special thanks for joining with a great bunch of guys and gals that enjoy the hobby of large scale outdoor train operation.

For more information, visit our website: <http://kitsaplivesteamers.org>.