



# Tucson Amateur Astronomy Association

PO Box 41254, Tucson, AZ 85717

## TIMPA Key Keeper Instructions

### **General Instructions**

Key Keepers willing to loan their card(s) will be listed in the newsletter and on the website. Key Keepers are not required to loan their card.

Whenever a TIMPA Access Card is loaned as a Temporary Card, assure that the TIMPA Access Card Agreement has been completed and signed by the borrower. Two copies are required: one for the borrower and one for you which should be filed with the TAAA Treasurer once the Access Card has been returned.

Assure that Temporary Access Card borrowers receive a copy of the "TIMPA Rules of Use", preferably printed on the backside of the TIMPA Access Card Agreement.

Key Keepers remain responsible for the Key Keeper Access Card, including when the card has been loaned out. You must know who has the card and have a current, signed, TIMPA Access Card Agreement in your possession whenever the card has been loaned out. The borrower of the card, provided the agreement has been signed, assumes responsibility for their use of the card and their conduct while using the card.

Both TAAA members and non-members are allowed to borrow TIMPA Access Cards for temporary use of the TIMPA site.

### **Deposit and User's Fees**

A \$25 deposit must be paid at time the Access Card is loaned. Non-members must also pay the User's Fee at the same time. You may hold onto the deposit until the card is returned to you by the borrower.

### **Dates of Use, Contact Caretakers**

Be sure the dates of use are indicated on the agreement. Be sure that the borrower understands they cannot use the TIMPA facility on dates other than those indicated on the agreement without first contacting you.

Contact the caretakers, <OPEN AT THIS TIME> at <NONE>, identify yourself as a TAAA member and inform them of the planned usage. \*AT THIS TIME THERE IS NO CARETAKER. CONTACT MIKE CUMMINS AT 299-0593 INSTEAD.

### **Return of Deposit, Late Fees**

The Access Card must be returned only to you. When the card has been returned on time, the deposit can be returned to the borrower. Have the borrower initial on the agreement that the deposit was returned.

If the borrower does not return the card by the stated return date, a \$5 late fee per day, or any part thereof, will be assessed. The late fee will be deducted from the deposit. The maximum late fee is \$25, the full amount of the deposit.

### **Non Return and Deactivation of the Card**

If the card is not returned 10 days after the due date, forward the \$25 deposit to the Treasurer and contact the TAAA President who will have the card deactivated. If the borrower returns the Access Card after this time and the card has been deactivated, it will not work. Contact the President to find out if the card can be reactivated.