

## **RULES FOR MEETING ROOM**

- BARC must continue to carry liability insurance for the club
- Everything will be left in the same condition in which it was found
  - BARC will be responsible for any damage, other than normal wear
- During inclement weather any BARC activity will be cancelled unless we receive approval from school administration (via the superintendent) as of 2025: [doug.cozad@bss.k12.oh.us](mailto:doug.cozad@bss.k12.oh.us)

## **RULES FOR RADIO ROOM**

- During inclement weather any BARC activity will be cancelled unless we receive approval from school administration (via the superintendent) as of 2025: [doug.cozad@bss.k12.oh.us](mailto:doug.cozad@bss.k12.oh.us)
- BARC will limit activities to the following hours:
  - Weekdays: Between 5:00pm ET and 5:00am ET (Monday through Friday)
  - Weekends: Between 5:00pm ET on Friday and 5:00am Monday
  - When a repeater or other radio equipment used by the larger amateur radio community needs to be serviced.
    - In such situations BARC will limit the number of members to do the work, during restricted hours. The number will never exceed three club members and typically should be two or one.
  - In the event of an emergency, when the clubhouse has been requested to be activated as an emergency communications center, the club will enter the building, follow school processes for entry, and operate the emergency communications center till the need no longer exists.

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## RADIO ROOM PROJECT WORK (INCLUDING ANTENNAS)

- BARC will designate and maintain a clubhouse safety director
  - The junior and senior director roles are being modified in the BARC constitution (vote scheduled for December 2025)
  - This role will be assigned to the Junior Director and will be done by the Senior Director if the Junior Director is unavailable.
  - Currently the Junior Director is replaced yearly by a membership vote, and the existing Junior Director becomes the Senior Director for one year.
  - The clubhouse safety director role would be to ensure that all clubhouse activities, projects, and equipment installations in the radio room and associated areas (antennas on the roof as an example) are done safely, and in compliance with the current understanding of agreements between BARC and the Bellbrook Sugarcreek School System (referred to as the school).
  - This position will be the first line of safety review and will review all projects submitted for approval by the school. They have the authority to reject any project for safety concerns and will be available to work with club members/officers proposing projects.
  - The President will not forward any project for review by the school until the safety director informs the President of BARC that the project can be submitted to the school for approval.
  - The safety director will also sign and date the project request form.
- All project work requiring school approval will occur between the following defined hours (including when school is not in session):
  - Weekdays: Between 5:00pm ET and 5:00am ET (Monday through Friday)
  - Weekends: Between 5:00pm ET on Friday and 5:00am Monday
  - Exceptions could occur if the work requires a contractor but will require a written exception from the school business manager, that defines the specific dates and times the work would be allowed.
- BARC will maintain a logbook which contains all proposed projects that have been sent to the school for review.
  - BARC will keep the logbook in an easy to access location for club members and school administration to access.
  - BARC will ensure that at least the last two years of projects are maintained in the logbook, and if space becomes an issue, older project approvals will be moved to historical logbooks, which can be made available upon request.
- The current BARC President will submit via email to the school, a completed project proposal form, which has been reviewed and signed by the BARC safety director.
  - The BARC President shall also put a paper copy of the proposal into the logbook and ensure it has been signed by the Safety Director.
  - As of October 8, 2025 the project form will be emailed to the following members of the school:
    - Business Manager – Jeff Eckley
    - Maintenance Supervisor – Tom Fryman
    - Maintenance – Ray Watts

- The School will review the project and either propose changes, request additional information, approve, or deny the submitted projects.
  - Upon approval, the school will send an email to the BARC President (as of Oct 8, 2025 the email address to use is: [president@bellbrookarc.org](mailto:president@bellbrookarc.org) )
    - The school will then enter the BARC Radio room and find the project in the logbook and sign their official approval
  - The President of BARC upon receiving the approval email will also sign the project in the logbook as a last check to ensure that email approval was granted for the project.
- Projects can begin work once the paper copy in the BARC Radio room has all three valid signatures:
  - The BARC Safety Officer's Signature
  - The School Representative's Signature
  - The BARC President's Signature
- The project form will contain the following information for review:
  - A name for the project
  - The date the project was created
  - A project number in the form of 2 digit year followed by 2 digit month and followed by the number of the project for that month
  - It should also denote what category or categories the project falls under
  - Who is going to perform the project work (BARC Member names, Contractor, etc)
  - The date the work is expected to complete.
    - The date should be padded by 2 weeks to allow the approval process to occur
  - The project should define the purpose of the project, or why BARC wants to do the project
  - The project needs a description of the work to be done, and have any attached sketches of the work to help clarify the project.
  - Lastly the form should contain a location for signatures from the BARC Safety Director, the School Representative, and the BARC President
- The BARC President will communicate with the school if the project deadline will not be met, and will provide an update on the progress, and why the deadline is going to be missed.
  - The school at that point has an option of approving the extension via email to the BARC President or requiring a new project request to be submitted.
- There is an agreement that all cutting, drilling, sawing, or any other method used to create an opening in the ceiling of the radio room will not be done, and will not be approved. The driving of screws, nails, etc into the ceiling is also highly discouraged and will require an in-person inspection by the maintenance supervisor before submitting a project request, and approval of the project by the school.
  - Projects can be submitted to complete the dressing and safety of the existing openings, but those projects will not include modifying the existing openings. They will be purely cosmetic and done to protect future cabling (which will also be presented as a project)