

THE HARKEN OBSERVATORY POLICY

It is the intention of the donors to make the observatory open and accessible to members of the Pewaukee Astronomy Club. All observatory programs will be open to the public. Members of the public are not allowed into the dome of the observatory as it is not ADA accessible.

Hours of Operation

Normal hours of operation for the observatory will be Friday and Saturday evenings between the hours of 5:00 PM and 11:00 PM, however imaging may run later depending upon weather conditions and positions of objects in the sky. Whenever possible, access to the observatory should be made through the (west) door that enters directly into the observatory stairwell.

Events

A website will be maintained by the Pewaukee Astronomy Club to inform the public of events and programs. The Library will provide a link to this site on their website. A flat-screen monitor with digital information/graphics will be placed in the lobby to announce the Pewaukee Astronomy Club's activities and special events planned and will be maintained by members of the Pewaukee Astronomy Club.

Operator of the Telescope and Equipment

The Pewaukee Astronomy Club shall supply the Library Director with a list of operators qualified to operate the Observatory on an annual basis. Key cards will expire at the end of each calendar year and designated members will have their cards renewed upon receipt of the list. Any changes to this list of operators will be supplied to the Library Director as they occur. These new operators will be trained by members of the Pewaukee Astronomy Club. Only those on the list will be given access to the Observatory and to the Library facility.

Keys and key fobs will be provided to qualified Pewaukee Astronomy Club members who are on the official list of operators as determined by the officers of the Pewaukee Astronomy Club. The key fobs allow access to the exterior door of the library (from the parking lot). The keys allow access to the door leading into the Observatory stairwell and into the Community Meeting Room. Keys or key fobs that are lost or stolen should be reported to the Library Director immediately. Pewaukee Astronomy Club members who need to replace a key or key fobs due to loss will be charged as indicated in the *Security (Key) Card Policy*. Keys and key fobs shall not be transferred from one club member to another. If a club member becomes inactive the key/key fob shall be returned to the Library Director.

Pewaukee Astronomy Club

The Pewaukee Astronomy Club members will be permitted to operate at the Harken Observatory. The objectives of the club are to foster an interest in astronomy, teach the members about the night sky, monitor operation of the equipment, and participate in membership activities. The Pewaukee Astronomy Club also provide public education through club sponsored events. Club members may use the Observatory Sunday through Thursday nights. This use will not include use of the meeting room during normal library hours unless specifically arranged and will not disturb the use of the meeting room by others.

The Pewaukee Astronomy Club is an independent entity and is not affiliated with or controlled by the Library Board or the Village or City of Pewaukee. The Club is solely responsible for the content of its programming and meetings and the actions of its members.

Meeting Room Use

Community Meeting Room: While use by the Pewaukee Astronomy Club on Friday and Saturday nights does not require the filing of a meeting room application, the Library does require at least 24-hour advance notice of when the room is being used during normal library hours that are outside of the regularly scheduled programs on the second Saturday of the month. Notification is required for liability and statistical purposes. Therefore, members will notify the library point of contact via email or text whenever the meeting room is being used. To prevent possible conflicts with a library or library-sponsored event, any Community Meeting Room setup will not be altered. Confidential contact information will be provided to the President of the Pewaukee Astronomy Club for distribution to the club members. If the Community Meeting Room is required for an event during normal library hours, a meeting room application will need to be filed and the normal meeting room procedures followed.

Visaya Room: Normal meeting room procedures apply to the Pewaukee Astronomy Club for use of the Visaya Room.

Library use of meeting rooms is a first priority and the Library reserves the right to cancel a reservation of the meeting room by the Pewaukee Astronomy Club if the room is needed for a Library event. Whenever possible, at least twenty-four hours' notice will be given. This right will not be altered except in urgent situations. The Library will make every effort to avoid canceling a reservation.

Cleaning & Liability

A custodial fee may be charged if extensive cleanup is required after a group's use of the meeting room.

The library assumes no liability for use of the observatory or damage to the equipment, including the flat-screen monitor in the front foyer.

The Pewaukee Astronomy Club will be allowed to store limited supplies in a cabinet beneath the staircase leading up to the Observatory. This cabinet and its contents are the property of the Pewaukee Astronomy Club. The Library will not be held liable if any items owned by the Astronomy Club or its members are lost or stolen.

Adopted by the Pewaukee Public Library Board of Trustees: March 8, 2006; Dennis Sampson, Library Board President

Revised by the Pewaukee Public Library Board of Trustees: March 20, 2019; Dale Noll, Library Board President