

# Alpine Aero Squadron Entry Gate Instructions / Information

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These instructions shall be read and understood before a key is issued.

**Keep these instructions in your flight box** so you have contact information handy.

1. A copy of these instructions shall be given to all members who require keyed entry access to the Alpine Aero Squadron flying field. The Club lock has our name engraved on it. There are 2 locks, the one marked X can only be opened by those Authorized by The Board of Directors.
2. When you get your key, try it on your way out to be certain it works properly.
3. **The last one out locks the gates.** Members that are alone at the field **MUST** have a key to the club lock. If leaving another member alone at the field, be sure that they have a key and know how to properly lock up. Otherwise that person must leave when the responsible member leaves. If the other member has a key, notify them that they are now responsible for locking up. Guests may not stay alone at the field.
4. The locks on the gates are locked into a loop. All locks on the gate must be able to open the gate at all times. **Do not lock out any of the other locks in the loop.**
5. **Do not leave the Club locks open when leaving the field FOR ANY REASON!** The county workers do not have a key to our locks and cannot lock them back into the loop. If necessary they will lock us out to ensure that the gates are secure.
6. There are two gates that must be opened to enter. **The outer gate must be closed at all times unless someone else has agreed to close it behind you.**
  - a. Unlock the gate, lock the chain back into the loop and close the gate. Hook the chain on the T-bar or loop it through the hole in the gate to keep the gate closed.
  - b. The second (inner) gate may be left open while at the field.
  - c. If the county workers request that the gates be left unlocked, be sure both Club locks are locked back into the loops. The workers can open the loops using their locks.
1. If the gates are open when you arrive at the field, check to see who has left them open. If any lock is open other than ours, they have the responsibility for locking the gate and you may leave it open if they are still present when you leave.
2. If the club lock has been improperly left open, please close the gate and lock both gates when you leave.
3. If you do not understand any of these instructions, ask a Board member or another experienced member to show you how to lock up properly before attempting to do it yourself.
4. We (The Club) are flying on County property and are responsible for those who enter when we have opened the gates. Closing the outer gate helps keep out those who are just “out for a drive”.
5. If you can't get in or if you are the last one out and are unable to lock the gates properly for some reason, close the gate and call when you reach a phone: Tom Clark: 619-857-4213 / Bob Davis: 619-440-3236 / or Mark Miller 619-820-3860

\*\*If there has been a heavy rain within 48 hours, the gates may be locked to prevent road / parking damage. Check the web site for current field information. [www.alpineaerosquadron.com](http://www.alpineaerosquadron.com)