



## FEATHER RIVER RAIL SOCIETY POLICY

# LODGING

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<i>Effective Date:</i>	01/01/2018	<i>Legal Review Date:</i>	
<i>Next Review Date:</i>	11/01/2021		
<i>Replaces:</i>	05/03/2003		

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### **Policy Statement**

It is FRRS's policy that the lodging of all members, employees and guests during their visits to the museum shall be done in compliance with this and all other applicable policies of the society. This policy applies to all lodging facilities at the museum including the Edenwold sleeper, cabooses and troop sleeper.

### **Overall Accountability**

It is the responsibility of the individual member, employee or guest to be in compliance with all aspects of this policy and FRRS Policies on conduct. The appropriateness of the behavior of each person shall govern the extent that person is allowed the privilege of lodging at the Western Pacific Railroad Museum.

### **Scope**

This policy applies to all members, officers, directors, special projects crews, guests and employees of the FRRS using lodging.

### **Implementation**

Exceptions to any of the provisions set forth in this policy requires written approval in advance from the Society President or the General Superintendent.

There will be no reimbursement for lodging for members, officers, directors, special projects crews, guests or employees while working at the Western Pacific Railroad Museum.

All reservations are handled through the on-line reservation system or by directly contacting the Edenwold Coordinator. All persons using lodging facilities shall follow all lodging guidelines.

**All reservations are on a first come, first served basis.**

Employees shall not displace volunteer members of the FRRS under any circumstances.

Employees who wish to use sleeping accommodations, must meet all state and federal tax reporting

requirements, and must make arrangements with the bookkeeper for any charges that may arise out any personal use of the facilities at the Western Pacific Railroad Museum. Employees must follow the same rules as any other member of the FRRS.

Members may bring a limited number of guests to accompany them during their visit to the museum with prior approval of the Edenwold Coordinator. The hosting member must remain on property during any such visit and is responsible for their guests' behavior and safety.

The Edenwold sleeper shall not be used for any type of marketing purposes or give-a-ways.

The Edenwold sleeper shall not be used for any type of gifts or raffles

Special groups; e.g. scouts, work parties, and contractors, may make use of the lodging, lounge and shower car facilities with prior approval from the Edenwold Coordinator. They must abide by all FRRS policies.

Some events, e.g. Portola Railroad Days, may need special handling, as large groups of volunteers usually participate in these events. The Edenwold Coordinator is responsible to manage any special requirements.

The FRRS is not responsible for any loss or damage to personal possessions in the sleeper, cabooses, troop sleeper or any other lodging facility, the lounge car and shower car facilities, resulting from fire, theft, casualty, or any other cause. Members are responsible for their personal security and that of their belongings. The FRRS also is not responsible for loss or damage to personal possessions left in the sleeper, cabooses troop sleeper or any other lodging facility, the lounge car and shower car facilities, after the occupants have vacated or after have been turned over to new occupants.

Smoking, including e-cigarette use, is prohibited in the sleeper, cabooses, troop sleeper or any other lodging facility, the lounge car and the shower car facilities.

## **General Guidelines**

- All persons must make reservations using the on-line reservation system or by directly contacting the Edenwold Coordinator.
- Reservations may be posted in the Operations Office or on the bulletin board.
- Vacant sleeping car rooms or cabooses may be used upon member's arrival at the Museum by checking the reservation list posted in the Operations Office, checking to see if there is a vacant room or caboose, checking to see that no one has occupied the space. Once you have verified that the space is vacant, you may sign-in, in the blank space for that space on the reservation list.
- A no-show without a call to the museum to cancel the reservation, more than one time, is cause for the member to be suspended from the privilege of making reservations.
- A no-show for a reservation on a Friday night, will forfeit the reservation for the next night (Saturday) and another member may occupy the room.
- No member or person shall be permitted to occupy or reserve any space for more than two weeks (14 consecutive days) at any one time. Requests for multiple and/or consecutive reservation requests will not be granted.

- Personal items shall not be left in any sleeping space or caboose between visits under any circumstances.
- Limited storage space for personal items may be provided in other areas of the museum.
- Each member or person using any facility, shall be responsible for the cleaning of the space that they occupy. Cleaning materials are provided for member's use.
- Items in disrepair shall be brought to the attention of Proper Authority in writing as soon as possible.
- There shall be no tampering with any safety device within the facilities.
- All members and persons using the sleeping accommodations or cabooses shall adhere to all FRRS policies and procedures.

## **Rules of Behavior**

- All persons are expected to fully comply with all standards of conduct and rules of behavior for FRRS members, including the provisions of this and any other applicable FRRS policies.
- All persons shall not make any use of their rooms and common areas for commercial, unlawful, or dangerous activities, or for purposes that violate applicable FRRS policies.
- Members shall not make, or permit any guest or visitor to make, any noises in the rooms or common areas that will interfere with the rights, comfort, or convenience of other, members. The Edenvold is considered a quiet space 24 hours per day.
- All persons shall maintain their sleeping and common areas in a clean and healthful condition.
- Smoke detectors, fire alarms, and light fixtures must remain uncovered.

**Note 1:** Use of portable heaters in the sleeping car is limited to one portable quartz type heater per room. They must **NOT** be plugged into the car's circuit. A separate extension cord must be used for this purpose and plugged in outside the car. **At no time will propane or kerosene heaters be allowed into or used in the car.**

**Note 2:** It is also the member's responsibility to make sure the A/C is kept at a comfortable level and is to be shut off when the car is vacated.

**Note 3:** **The sleeping car, cabooses, shower car and deck areas are to be kept clean and organized by the members who use them. Anyone found not cleaning up after themselves may be permanently banned from using FRRS facilities again.**