

RASC VANCOUVER CENTRE
TELESCOPE LOANER PROGRAM

POLICIES AND PROCEDURES

1. Members may borrow telescopes on a monthly basis.
2. Members may extend the borrowing period of a telescope one time as long as there are no requests for said telescope from other members.
3. Members wanting to borrow a telescope must contact the RASC Vancouver Centre Telescope Director via email as noted on the website contact page or in person at a RASC meeting.
4. Telescopes are to be picked up by the member at the storage room of the Trottier Observatory at Simon Fraser University following the Member's Meeting held on the 2nd Thursday of every month.
5. At time of borrowing of a telescope, Members must provide picture ID and their RASC ID number.
6. Upon picking up the telescope, the Member and the Telescope Director will examine the telescope to ensure it is in good working order.
7. The Member and the Telescope Director must sign the Loaner Program Rental Form before the Member takes away the telescope.
8. Telescopes are to be returned by the member to the storage room of the Trottier Observatory following the Member's Meeting held on the 2nd Thursday of every month.
9. Upon a Member returning the telescope, the Telescope Director will note the telescope as returned on the Loaner Program Rental Form.