

# Friends of Nobska Light, Inc.

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Policies and Procedures

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## Policies

### Alcoholic Beverages and Smoking at Nobska Light Station

Public consumption of alcoholic beverages is not permitted on the property.

Smoking is not permitted in any of the buildings at Nobska Point Light. Individuals smoking outside at Nobska Point Light should extinguish smoking materials in waste containers designed for smoking materials.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

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### Artifacts and Documents

The Friends of Nobska Light intends to maintain a rich collection of the Falmouth/Woods Hole area's maritime history and the history of Nobska Point Light itself. The Friends, however, do not intend to be an independent historical museum. The expertise of conserving and archiving historic artifacts and documents is well placed in the Friends' partner organizations, the Woods Hole Historical Museum and the Falmouth Historical Society/Museums on the Green. All original artifacts and documents exhibited at Nobska Point Light shall remain the ownership of one of these expert historical museums. Copies of certain original documents may be exhibited and can remain with the Friends at Nobska for research purposes, with the authorization of the respective museum owning the original.

From time to time, supporters of Nobska Point Light will wish to make contributions of artifacts or documents related to Nobska and the maritime history of the area. When this occurs, the policy will be explained to the contributor. The contributor may then decide which organization he/she wishes to be the repository of the donation. Appropriate donation forms from both museums will be kept at Nobska for this purpose. The Friends will coordinate transfer of the donation to the proper repository. The Friends will send a letter of appreciation to the contributor. The repository museum will be responsible for sending a letter to the contributor for tax purposes.

Should neither of the two museums determine not to accept the donation, the Friends will determine its capacity and desire to accept the donation. If the Friends determine not to accept the donation, it will be returned to the contributor.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Policies

### Environmental Management

The Friends of Nobska and the Town of Falmouth are committed to protecting the environment on and around Nobska Point. Care will be taken to comply with all federal, state and local environmental regulations.

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Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

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### Event and Wedding Policy

The Nobska Point Light property remains under the jurisdiction of the US Coast Guard and the Town of Falmouth, even though responsibilities for management and operation have been delegated to the Friends of Nobska Light. The Friends will uphold both agencies' policies with regard to events and weddings ceremonies to its best abilities.

The following restrictions apply:

- Maximum of 30 people,
- No alcohol,
- No equipment such as:
  - tents,
  - chairs,
  - amplification systems,
  - or barbeque grills.

We cannot provide electricity.

There is no place to change on site

There are no public restrooms available.

As this is a residential area, please be considerate of neighboring property owners.

If arranged in advance representative from the Friends may be present to unlock the gates upon your arrival and to secure the gates upon your departure. Parking is allowed inside the west gate for three cars, also if arranged in advance. Driving or parking on the grass is prohibited.

The lighthouse itself will not be available for event and/or wedding purposes unless arranged in advance and adequate staffing by the Friends is available. Approval of the event and/or wedding will not constitute exclusive use by the applicant. The Nobska Point Light is a public facility and is open to the general public and will be so regardless of the event and/or wedding.

As policy dictates, the Friends reserve the right to cancel this request should any unforeseen circumstances, notice by the US Coast Guard or Town of Falmouth arise that may jeopardize the safety and security of this facility and/or the participants of the event.

The Friends of Nobska Light is especially cognizant of the privacy and quality of life of the residents of Nobska Point. Any event that the Friends determines, at its sole discretion, to be intrusive to the neighbors privacy will not be approved.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: 8/16/2017

## Policies

### Gift Policy and Disclosure Form

As part of its conflict of interest policy, Friends of Nobska Light, Inc. requires that directors, officers and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with Friends of Nobska Light, Inc. or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

#### Section 1.

“Responsible Person” is any person serving as an officer, employee or a member of the board of directors of Friends of Nobska Light, Inc.

#### Section 2.

“Family Member” is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.

#### Section 3.

“Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to Friends of Nobska Light, Inc. is not a “contract” or “transaction.”

#### Section 4.

Prohibited gifts, gratuities and entertainment. Except as approved by the Chairman of the Board or his designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with Friends of Nobska Light, Inc. or,
2. Does or seeks to compete with Friends of Nobska Light, Inc. or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with Friends of Nobska Light, Inc.

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GIFT STATEMENT

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy



## Policies

### Investments

The Friends of Nobska Light, Inc. (the “Friends”) possesses assets in furtherance of its mission. The investment management of all funds owned or controlled by the Friends is delegated to the Nobska Budget & Finance Committee (the “Committee”) in accordance with the general policies adopted by the Board of Directors, as well as compliance with certain stated wishes of donors. This document sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility (the “Manager(s)”). The statement also incorporates accountability standards that will be used for monitoring the progress of the investment program and for evaluating the contributions of the Manager(s) hired on behalf of the Friends.

#### Investment Objectives

The Friends seeks through its investment policy to maintain and increase the real value of the endowment principal and distributions over the long term. The principal investment objective is to generate the income and capital appreciation necessary to annually support the Friends’ primary mission. The assets are to be invested with the objective of preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of the Friends. For the purpose of making distributions, the Committee shall make use of a total-return-based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.

Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the investments are managed consistent with the short-term and long-term financial goals of the Friends. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the Friends.

#### Budget & Finance Committee

The Board of Directors appoints the Budget & Finance Committee to oversee the investment management to enable the Board to prudently execute its fiduciary responsibilities in that regard. The Committee serves at the pleasure of the Board of Directors. There are to be between three and seven members of the committee. The President and Treasurer serve on the committee and the Treasurer acts as its Chairman unless the Board designates otherwise. The Committee is acting in a fiduciary capacity, and is accountable to the Board of Directors.

The Committee's responsibilities and duties shall include the following:

- Recommending to the Board the selections of specific Manager(s)
- Evaluating Manager(s)’ Performance
- Reporting to the Board on investment performance.
- Recommending to the Board spending policies from the endowment

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Such other activities that may be delegated to the Committee from time to time by the Board.

General Investment Guidelines

A Manager or Managers selected by the Board of Directors at the recommendation of the Committee will professionally manage the Friends' assets. The manager(s) will have complete discretion to manage the funds in each portfolio to achieve investment objectives within asset allocation ranges established from time to time by the Board of Directors.

The intention of the Friends is to encourage flexibility in the investment approach, as determined by the Manager(s)' outlook for interest rates and equity market returns. Unless expressly authorized by the Committee, the Portfolio and its investment managers are prohibited from purchasing securities on margin or executing short sales, pledging or hypothecating securities, purchasing or selling derivative securities for speculation or leverage, engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected.

The Committee recognizes that the strategic allocation of assets across broadly defined financial asset and subasset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability. The ranges of asset allocations designated by the Committee are:

Cash	0- 5%
Equities	55-65%
Fixed Income	35-45%

Specifically, the following guidelines will be in place:

- a) With the exception of fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of total Portfolio assets.
- b) With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment pool or investment company (mutual fund) shall comprise more than 20% of total Portfolio assets.
- c) With respect to fixed income investments, for individual bonds, the minimum average credit quality of these investments shall be investment grade (Standard & Poor's BBB or Moody's Baa or higher).

Prudent Investor or Total Return Concept

The Friends believes that the Prudent Investor or Total Return Concept is the most effective way to manage permanent funds; that there is more to successful investing than maximizing current income; and that capital appreciation over time has historically been significant. Total Return allows the Board of Directors to establish an amount available for distribution each year based upon a defined spending rate (percentage) from its endowment. This amount may be more or less than the actual income from interest and dividends. The Total Return Concept allows a Manager to invest with discretion in the optimum mix of quality stocks, bonds and cash instruments during all market cycles. Total Return investing from

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capital appreciation, dividends and interest, combined with a prudent spending rate is designed to allow for growth of the value of the funds.

Spending Rates for Distributions

A yearly disbursement range between 4.5% of the three-year average balance of invested assets to 5.0% of the five-year average balance of invested assets, averaged over the immediate past fiscal years will be applied. The average balance will be determined at the end of each fiscal year.

Investment Monitoring and Controls

Managers are expected to include a quarterly report of their investment results with the usual transaction reports and end of period securities valuations. The Committee will meet annually with the Manager(s) in order for them to present a statistical and narrative evaluation of their performance for the previous year.

The Committee will monitor the investment performance against the stated investment objectives. It will formally assess the performance of its underlying investments as follows:

1. The Portfolio's absolute long-term real return objective.
2. The performance of other investment managers having similar investment objectives.
3. A composite benchmark consisting of unmanaged market indexes weighted according to the expected target asset allocations stipulated by the investment guidelines. The unmanaged market indexes to be considered may be, but are not limited to, the following:

Lipper Money Market Index

S&P 500 Index

Barclays 1-3 Year Government Bond Index

U.S. Equity: Wilshire 5000 Total Market Index

MSCI EAFE Gross Index

MSCI EAFE +EM Index

Barclays Capital U.S. Aggregate Bond Index

Barclays Capital U.S. Corporate High Yield Bond Index

Russell 3000

Wilshire Global

Wilshire 5000

Amendments

The Committee will review this Statement of Investment Objectives and Guidelines (the "Statement") at least once per year. As needed, changes to this Statement may be recommended to the Board of Directors for approval. Changes to this Statement can be recommended only by affirmation of a majority of the Committee. Any changes approved by the Board of Directors will be provided to all Committee members and to any other parties hired on behalf of the Friends as soon thereafter as is practical.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Policies

### Pets

In accordance with Town of Falmouth By-laws, pets (excluding service animals) are allowed on the grounds of the property as long as they are leashed or under voice control. The owner of the pet must remove and dispose of animal waste.

Pets (excluding service animals) are not allowed within the buildings.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Policies

### Protecting Neighboring Properties

Nobska Point Light has been at its site since 1828, before any residences were in close proximity. The location was selected, a few decades earlier, as a hospital/clinic for the treatment of smallpox because of its remote location.

The Friends are aware that it is imperative to protect neighboring privately owned properties. This protection is both physical and to the extent activities at Nobska have a detrimental impact on the neighbors.

Environmental Impact. Activities at Nobska Light should not create a situation that might have an environmental impact on neighboring properties or the adjacent marine waters. Everyday chemicals should be stored properly. Chemicals and fertilizers to be used on vegetation areas should be discouraged and, if used, be under the control of a properly licensed company or individual. On site wastewater treatment facilities (Septic System) should be serviced as needed.

Visitors to Nobska Light and their vehicles should not be permitted to access adjacent properties. Nobska staff and volunteers should maintain vigilance to rectify any occurrence of this sort.

No special event that requires sound amplification should be permitted before the hours of 8:00AM or after 7:00PM.

A database of neighborhood contacts shall be maintained and an email regarding special events shall be transmitted to neighbors in close proximity to Nobska as needed.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Policies

### Public Access Policy

One of the major objectives of the US Coast Guard's (USCG) licensing of Nobska Point Light to the Town of Falmouth and, by extension, the Friends of Nobska Light is to preserve and increase the quality of public access to the property.

In general, the property is accessible at any time of the day and night via Nobska Road and Church Street. During the period from sunset to sunrise, only the portion of the property within the outer fence, including the tower and the grass area directly in front of the tower are available for public access. This is as it has been under the management of the USCG and it will continue.

During hours of operation, the entire site will be open for public access, including the ground floor of the Keeper's House, which will have ongoing maritime history exhibits and visitor information. Portions of the site not accessible by the public are as follows:

- The Tower is only open to the public at specific times when escorted tours are given. These tours require four qualified staff members or Nobska volunteers. One person to serve as a greeter. A second person on the ground floor level. A third person is to be posted at the "chart room". A fourth person is required in the lantern to closely supervise the visitors.
- The two buildings at the most easterly portion of the site continue to be under the control of the USCG and are not open to the public.
- The garage building at the most westerly portion of the site is used for storage of maintenance equipment supporting Nobska Point Light and is not open to the public.
- The basement, second floors and attic of the Keeper's House are not open to the public, except for special circumstances that may occur.
- The driveway on the most westerly portion of the site is not open to the use of visitor vehicles unless for tours or special events.

Public access to Nobska Point Light does not extend to neighboring properties. Visitors should respect the privacy of neighbors and keep their activities within the boundaries of Nobska Point Light. Any violations of this by trespassing on private property will result in staff contacting the Falmouth Police Department

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

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## Policies

### Solicitation or Sale of Goods by Other than the Friends of Nobska Light, Inc.

Except for the following organizations, the solicitation or sale of goods on site by another entity or individual will require the approval of the Friends Board of Directors.

1. The Town of Falmouth
2. The U.S. Coast Guard or USCG Auxiliary
3. The Woods Hole Community Association
4. Historic Highfield, Inc.
5. The Woods Hole Historical Museum
6. The Falmouth Historical Society/Museums on the Green

The Friends of Nobska Light Board of Directors reserve the right to limit sales or solicitations by the above organizations for the reasons of quantity and or inappropriateness.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Procedures

### Communications with the U. S. Coast Guard

Except in an emergency, or unique situations, the Town of Falmouth, specifically the office of the Town Manager, shall be the contact authority with regard to the U. S. Coast Guard (USCG).

If staff, volunteer or visitor reports an emergency at sea in view of Nobska Point, a call should be made immediately to USCG Woods Hole at 508-457-3277 to report the emergency. After reporting the incident, the Friends Executive Director and/or President of the Board should be notified so that they can convey this incident to the Town of Falmouth.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy



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### Communications with the Town of Falmouth

The Town of Falmouth will hold the license to Nobska Point Light from the US Coast Guard (USCG) for a number of years. At some future date, the deed to the property may be transferred to the Town. The Friends of Nobska Light, Inc. is and will be the agent for the Town of Falmouth. We serve at the pleasure of the Town, but we also expect certain services from the Town as well. The more mundane include trash and recycling pickup, snow plowing of Nobska Road and Church Street, control of the semi-circular parking area in front of the light, water supply, police, fire, road maintenance and many other services.

For policy issues, the Friends contact person will be the Executive Director and/or the President of the Board of Directors. The Executive Director or President may delegate this function for specific purposes or when one or both are out of town.

In an emergency, there should be no delay in making contact by staff and/or volunteers. Most importantly, if a dangerous situation exists, a staff member or volunteer should dial 911 immediately.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

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### Emergency Contact List

#### EMERGENCY CONTACT LIST

The following should be updated regularly.

Last Update \_\_\_\_\_

Emergency	911
MA Information Center	211
Falmouth Emergency Center	508-495-2602
Falmouth Hospital	508-548-5300
Police (non-emergency)	774-255-4527
Fire (non-emergency)	508-548-2325
Massachusetts State Police – Bourne	508-759-4488
Health Department	508-495-7485
Public Works	508-457-2543
Falmouth Town Hall	508-548-7611
US Coast Guard Woods Hole	508-457-3277
Massachusetts Emergency Management Agency	508-427-0400
Federal Emergency Management Agency	202-646-2500
Eversource Electric	800-592-2000
National Grid Gas	800-548-8000
Poison Control Hotline	800-222-1222
Mass. Department of Environmental Protection	508-946-2700

#### Non-Emergency Contacts:

Woods Hole Historical Museum	508-548-7270
Falmouth Historical Society	508-548-4857
Falmouth Chamber of Commerce	508-548-8500
Steamship Authority – Woods Hole	508-477-8600

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Procedures

### Events and Weddings

The Nobska Point Light property remains under the jurisdiction of the US Coast Guard and the Town of Falmouth, even though responsibilities for management and operation have been delegated to the Friends of Nobska Light. The Friends will uphold both agencies' policies with regard to events and weddings ceremonies to its best abilities.

The following restrictions apply:

Maximum of 30 people,  
No alcohol,  
No equipment such as:  
tents,  
chairs,  
amplification systems,  
or barbeque grills.

We cannot provide electricity.

There is no place to change on site

There are no public restrooms available.

As this is a residential area, please be considerate of neighboring property owners.

If arranged in advance representative from the Friends may be present to unlock the gates upon your arrival and to secure the gates upon your departure. Parking is allowed inside the west gate for three cars, also if arranged in advance. Driving or parking on the grass is prohibited.

The lighthouse itself will not be available for event and/or wedding purposes unless arranged in advance and adequate staffing by the Friends is available. Approval of the event and/or wedding will not constitute exclusive use by the applicant. The Nobska Point Light is a public facility and is open to the general public and will be so regardless of the event and/or wedding.

As policy dictates, the Friends reserve the right to cancel this request should any unforeseen circumstances, notice by the US Coast Guard or Town of Falmouth arise that may jeopardize the safety and security of this facility and/or the participants of the event.

### CONTACT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

EVENT/CEREMONY DETAILS

Description: \_\_\_\_\_

Event/Ceremony Day & Date: \_\_\_\_\_

Ceremony time: am / pm to am / pm \_\_\_\_\_

Will photography be taken immediately following the Ceremony? Yes No

Number of Guests & Number of Vehicles: \_\_\_\_\_

Will you be providing group transportation to and from the Lighthouse? Yes No

The Applicant's signature constitutes agreement with the Policies and Procedures herein and that Applicant will abide with said Polices and Procedures.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**There is no charge for the use of the Nobska Point Light property for your event but donations are gratefully accepted. Past contributions for weddings range from \$400 and up. Engagements \$200 and up. Photographs \$150 and up.**

**A \$ 500 security deposit, in the form of a check made payable to the Friends of Nobska Light, is required. The check will be returned after the event if there is no damage to the property and the rules were complied with.**

Contributions toward the preservation of the historic Nobska Point Light by the Friends of Nobska Light will be graciously accepted. The Friends of Nobska Light, Inc. is a §501(c)(3) organization, Tax ID#47-2579196. Your contribution is tax-deductible to the extent allowed by law.

Adopted by the board 8/16/2017

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: 8/16/2017

## Procedures

### Security and Public Safety

**If an emergency is arises, dial 911 immediately.**

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Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Procedures

### Service Animals

*(from U. S. Department of Justice Civil Rights Division Disability Rights Section  
[http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm))*

Under the Americans with Disability Act, service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities

- Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA.
- A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.
- Generally, title II and title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.

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- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may also be charged for damage caused by himself or his service animal.
- Staff are not required to provide care or food for a service animal.

In addition to the provisions about service dogs, the Department's revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Procedures

### Trash and Recycling

Waste and recycling bins will be made available for visitors, both inside and outside the buildings. Every effort to encourage recycling should be made. Staff and/or volunteers shall place waste and recycling containers at the end of the drive to Nobska Road on the days when municipal collection occurs for the neighborhood.

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Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy



## Procedures

### Volunteer Responsibilities

#### **Greeting Visitors**

Keepers will provide an enjoyable and hospitable environment for visitors. Keepers and volunteers will direct the visitors to the Lighthouse tower and to the gift shop, and be prepared to answer questions about the history of the lighthouse, the Town and Vineyard Sound. The Keeper is responsible for collecting admission fees and accurately tracking the numbers of visitors, managing gift sales, completing daily reports and returning reports and cash deposits to the Nobska Office.

#### **Cleaning**

The Keepers are responsible for ensuring that the lighthouse and adjacent area present a clean, neat appearance at all times. This includes dusting and vacuuming or sweeping as needed, removing trash, fixing displays and general housekeeping duties as required.

#### **General Maintenance**

Please keep the interior of the lighthouse, exhibit areas, and gift shop as neat and clean as possible. If necessary, remind visitors that smoking, food or drink is not allowed in the lighthouse, exhibit areas or gift shop and that the trash policy is "Carry in/Carry out". A waste can inside the Keeper's house that is available for gift shop use. However, we are not equipped to dispose of trash for lighthouse visitors or beachgoers.

We ask that the Keepers police the areas around the base of the lighthouse and remove any visible trash, and report any damages at the lighthouse to the Nobska staff, or any major trash deposits to the Town. Keepers are also asked to sweep the sand and dirt from the walks, porches and steps. This will maintain the appearance of the facility and ensure the safety of all.

#### **Our Image and Our Identification**

Keepers should always strive to provide visitors to Nobska Point Light with a positive experience. Clothing should be casual and comfortable, but suitable for greeting visitors. Shorts and T-shirts are acceptable, but the following items of clothing are not allowed: tank tops, bathing suits, bare feet or flip-flops, soiled or torn clothing or clothing with holes in it.

Keepers will be given name tags to wear which identify them as Nobska Volunteers. Wear the nametag at all times when you are on duty.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 10/24/2015

Revised: mm/dd/yyyy

## Policies

### Amateur Radio Club Use

If requested, the Friends of Nobska Lighthouse may allow the property to be used by recognized radio clubs (for example, members of American Radio Relay League) to hold events. The Friends reserve the right to restrict the number of events to not interfere with public access to the property

Each group will be advised:

- No alcoholic beverages are allowed on the grounds
- Parking is limited and cannot be reserved by the event personnel
- There is no trash disposal facility at the lighthouse. All trash must be removed by the users
- There are no useable bathroom facilities on the site
- Cooking and open flames are not allowed on the site
- Noise levels should be kept as low as practical and not disturb other visitors
- Operation from inside the lighthouse is not permitted
- Public access cannot be restricted to any area except to prevent accidental contact with dangerous equipment
- There is limited commercial 110V power available at the lighthouse. If the radio club intends to use commercial power, the connection must utilize a single extension cord that draws less than 10 Amps of power.
- If the event intends to use a portable generator, it must be approved in advance by the Friends who may require demonstration of the generator for noise levels prior to the event. No additional fuel containers shall be stored on the lighthouse grounds.
- The Friends must agree to the hours of the event in advance. Generally, only daytime operation will be allowed.

Each group will be required:

- To provide suitable evidence of current liability insurance must be provided
- To ensure no amateur radio activity shall prevent or significantly restrict normal public use of the site
- To locate any tables, chairs or other equipment to minimize public obstruction
- To assign, identify, and provide on site a safety officer, properly licensed for the intended operating classes
- To locate any transmitting antennas to prevent accidental contact with any member of the public
- To arrange and mark all power cords and antenna cables to minimize tripping dangers.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 7/24/2018

Revised: mm/dd/yyyy

Friends of Nobska Light, Inc.  
Policies and Procedures

Installation and use of antennas are permitted subject to the following

- No installation shall damage, alter, or permanently deface any lighthouse structure or property.
  - This specifically prohibits drilling, nailing, or screwing into any part of the lighthouse.
  - Description of planned antenna installation as part of the application will improve chances of approval.
- No antenna installation shall exceed the height of the lighthouse by more than 10 feet.
- No supporting poles or structures shall require disturbance of the lighthouse grounds.
- Modest sized stakes are allowed provided any damage to the grounds is repaired immediately at the conclusion of the event.
- Location and use of any antenna must comply with current FCC RF Exposure limits for Uncontrolled RF environments
- Higher power operation must have its RF safety confirmed by the assigned safety officer.

Adopted by the Friends of Nobska Light, Inc. Board of Directors on 7/24/2018

Revised: mm/dd/yyyy