

ALPENA PUBLIC SCHOOLS
Alpena, Michigan

Mr. Bennett
File

To : Museum Lay Advisory Committee
Gene A. Geisert, Superintendent
Robert L. Bennett, Assistant Superintendent
Mr. Melvin Pettit
Mrs. Nancy Feindt

Date: July 22, 1966

Jointly

From: Stanley E. VanLare, Dean, Alpena Community College
Clifford Roberts, Planetarium Director and Acting Museum Director

Subject: Jesse H. Besser Museum, Science and Arts Building of Alpena
Community College. Building Use Policies.

I. Building Use Calendar

1. All requests for use of the Museum will be referred to the Museum office.
2. "Policy Covering Rental of Buildings and Grounds," adopted April 13, 1966, by the Board of Education shall be followed.
3. A master building use calendar will be prepared and kept at the Museum office.
4. A current copy of building use calendar will be on file at the office of Alpena Community College.

II. Key Assignments

1. Copy of key schedule will be on file in (a) Museum office and (b) Community College office.
2. All keys for Besser Museum will be cataloged and stored by Alpena Community College office.
3. All requests for keys must be approved by the College office.
4. Keys will not be issued to lay persons unless approved by the Dean of the College.
5. A memo on building security and responsibility for keys is to be given to all persons to whom keys are assigned or loaned. (Copy attached.)

III. Custodian in Attendance

A custodian will be in the building during all scheduled activities.

IV. Displays Open to the Public

Attendants shall be present at all art, science, and historical displays and exhibits. Attendants may be (a) EOA helpers, (b) organized Museum aides, (c) Community College students, and organized lay groups such as A.A.U.W., Women's League. Although not mandatory, every effort will be made to obtain attendants who have some orientation to the nature of the display.

*BUILDING SECURITY AND YOUR KEY

The equipment, displays, and exhibits in the Jesse H. Besser Museum are priceless and irreplaceable. In order to provide adequate security, those persons assigned keys must adhere to the following conditions:

1. Do not have duplicate keys made.
2. Do not loan your key to anyone.
3. Lock and check all doors before you leave the area you have been occupying. Checking means be sure that they are fastened. Don't depend on automatic closure. Try them.
4. Turn off all lights as you leave your area.
5. Report immediately any locks, doors, or windows that are not operating properly. (Call Mr. Robert Scott, 354-8064 or Mr. Clifford Roberts, 356-0693.)
6. Keys cannot be lost. Necessary care must be taken to insure that this will not happen. In the event of an act of God leading to a key being unaccounted for, the acting Museum Director or the College office must be notified immediately. If any carelessness is involved, person who cannot account for the key may be asked to pay for a change of locks.