

Gate procedure for NWRC property

There are two gates that must be accessed to reach the NWRC flying field. One is at the cattleguard directly as you exit Katy Hockley Road and the other is at the club property line. It is every club member's responsibility to see to it that both gates are closed at the end of each day – last person leaving our property must close and lock the gates properly so that only authorized people can get in.

Katy Hockley road front gate – Controls access to our field and Jim Meley's property.

1. Go to the lock box located on the right side of the gate



2. Unlock the far most left combination lock marked "NWRC" using the combination on your badge



3. Lift the lock box cover to access the main gate key attached to a common cable
4. Using the key, unlock the padlock located below the lock box and open the gate



5. Return the key to the lock box where it is secure, close the NWRC box lid and re-install the combination lock in the box, closing it and [spinning the combination tumblers](#)

Club field property gate – Controls access to our field

1. You will notice 3 or more locks hooked together on our gate's chain. These must be hooked together – **lock to lock to lock** so that the gas pipeline company can get access through our property. **DO NOT LOCK CHAIN TO CHAIN** as the pipeline company will be locked out!



2. Using the combination on your badge, unlock the NWRC lock and release the chain from the gate.



3. Open the gate by pulling the gate towards you and hook the small chain and clasp around the green metal post beside the road

LEAVING THE PROPERTY

1. If you are the last one to leave the NWRC field , lock the gate behind you. Remember to lock our lock
 - a. Lock to chain or
 - b. Lock to lock
 - c. DO NOT LOCK CHAIN TO CHAIN as the pipeline company will be locked out!

2. If Jim Meley is still on his property or there is another vehicle on his property LOCK THE MAIN GATE BEHIND YOU! Jim Meley has requested that we lock the gate no matter what. Anyone with permission to access his land will have a key !
 - a. Close the gate bar on it's holder
 - b. Hook the keyed padlock to the loop in the gate post to secure the gate. Close the lock and check to make sure it is secure