

APPENDIX H Club Room Key Agreement

Name:		
Address:		
E-mail:		
Phone:		OFFICE USE: Key number

Keys are only available to financial members and remain the property of the West Lakes Canoe Club.

Keys are not transferable one issued to the member and are not to be shared with anyone else, except for other family members listed in a family membership.

On receipt of a key, members are required to sign this agreement that they will follow all Club Rules in relation to the use of the shed and club equipment, including:

- Keys cannot be used to provide access to facilities and equipment to non-members of the Club;
- Always enter name, date, arrival time, equipment used, departure time and any comments in the attendance book, which is located in the Clubrooms;
- Keep the key secure with should be nothing attached to your key that can associate it with the West Lakes Canoe Club;
- If the key is lost or stolen, or if you are aware of any incident involving the security of the building or its contents, immediately report it to a Club official;
- As access is available to you at all hours, you are responsible for the security of the shed and clubrooms and **all locks must be checked to be secure prior to leaving the club;**
- In the event of a key being lost or stolen, you will agree to pay a \$10 fee for key replacement.

Any breach of these rules may result in your key being withdrawn or other action.

I agree to abide by the rules and return the key to the Club on request.

Member Signature:

Date: / /