



## APPLICATION TO BECOME A KEYHOLDER

### Instructions

1. Please sign and complete this form including endorsement from a Committee Member and then deposit application in the mailbox in the Shed. A list of committee members can be found on the club website under Contacts.
2. The application will be considered by the committee at the next committee meeting and the member will be notified of the status of their application.

### Personal Information:

<b>Name &amp; Address</b>	
<b>Phone Contacts</b>	
<b>Email</b>	
<b>Member Since</b>	

If approved to have a Burley Griffin Canoe Club key I agree to abide by the rules and return the key to the Club on request.

.....  
Applicants Signature

..... / ..... / .....  
Date

### Committee Member Information:

<b>Name &amp; Address</b>	
<b>Years Known</b>	
<b>Recommendation</b>	

### Club Administration Only:

<b>Date of Committee Consideration</b>		<b>Recommendation</b>	Yes / No
<b>Payment Received</b>		<b>Key Issued:</b>	

1. Keys are only available to financial members of BGCC who have been members for over three months and have a need for access to the club shed.

2. An initial \$100 fee is required (\$50 deposit plus \$50 annual fee) to be paid before a key will be allocated. An ongoing Annual fee is \$50 is required to be paid by 21 July each year. The \$50 deposit is refundable upon return of the key.

3. Keys always remain the property of Burley Griffin Canoe Club.

4. Keys are not transferable. They are issued to you and are not to be shared with anyone else.

5. On receipt of a Key you will be required to sign an agreement that you 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 club facilities and equipment to Non-members of Burley Griffin Canoe Club.
- Always enter your name, date, arrival time, equipment used, departure time and any comments in the attendance book which is located in the Club Shed.
- Keep the key secure (e.g. with your car or house keys, not just by itself) – there should be nothing attached to your key that can associate it with the Burley Griffin Canoe Club.
- If your key is lost or stolen, or if you are aware of any incident involving the security of the building or it's contents, immediately report it to a Club official using the latest contact details.

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 Any breach of these rules may result in your key being withdrawn or other disciplinary action.