

# QCDTC Building Key Holder Checklist – revised 9/11/17

Having a building key is a privilege, not a right, of Queen City Dog Training Club's Regular and Lifetime Members. Key holding members are expected to attend club meetings, volunteer to serve the club on a regular basis, take responsibility for the upkeep of the buildings and abide by the QCDTC Constitution, Bylaws, & Standing Rules, the Training Rules, Floor Rules, Building Key Policy and the Code of Conduct.

## Key holders must:

- Know how to unlock and relock the main door
- Know where light switches & circuit breakers are & which get turned off
- Know how to unlock/relock the Hutchins Building door
- Know where cleaning supplies are located
- Know how to clean up accidents on the sports turf
- Learn to change toilet paper, paper towel and soap dispensers
- Know who to contact in the event of an issue in the building (see Floor Rules)
- Know who is allowed in the building "After Hours" (Building Key Policy)
- Sign in and out on the logbook in one of the buildings when entering the building "After Hours"
- Be willing to share ring time
- Be willing to clean up accidents found in the building
- Be willing to empty poop buckets that are more than ½ full
- Know where to find the QCDTC event schedule and be respectful of events and setup
- Leave the building in the same pristine condition in which it was found

## Terms:

- **Logbook** - a book used to record your presence in the building "After Hours"
- **"After Hours"** – outside of scheduled class times, seminars or events when the building is normally open to the public (i.e. building key needed for access).

By signing below & accepting a key, I agree to abide by the policies listed above.

Key# \_\_\_\_\_ Key Deposit: \$ \_\_\_\_\_  Check # \_\_\_\_\_

Cash

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_