

# QCDTC Building Key Policy – revised 11/27/17

The following Building Key Policy describes expectations for building key-holding members who train in the QCDTC Facility and are in addition to the Training Rules, Floor Rules, Constitution, Bylaws & Standing Rules and Code of Conduct.

## Terms:

- **“After Hours”** – outside of scheduled class times, seminars or events when the building is normally open to the public. “After Hours” implies a building key is needed for access.
- **Logbook** - a book used to record your presence in the building “After Hours”, also referred to as a “sign-in” book. There is one in each building. Use whichever is most convenient.
- **Main Building**, also referred to as Building 1, contains the main entrance, office, restrooms, Canine Cupboard, meeting room, kitchen and crating room.
- **Hutchins Building**, also referred to as Building 2, houses the agility equipment.

## Who is eligible to hold a Building Key

- Any Regular or Lifetime member (voting member classes) may request a building key.
- For cases of merit or QCDTC need, the Board of Directors may elect to award use of a Building Key to a QCDTC member of a nonvoting membership class for a temporary period of time. Examples of this may include:
  - Class instructor who needs to open or close the building while teaching a class
  - Other members whose volunteer service to the club requires building access

## How to request or return a Building Key

- Building keys may be obtained from the membership director or other person designated by the Board of Directors upon payment of the key deposit.
- Building keys may be turned into the Treasurer or the Membership Chairperson.

## Who can be in the buildings “After Hours”

- **Members** of QCDTC, Inc., accompanied by a key-holding member
  - Members who do not have a building key must leave the buildings when the last key-holding member leaves. This includes key-holding members who do not have their building key with them.
  - Key holding members are permitted to have guest(s) accompany them as observer(s) only. The guest(s) are not permitted to train or handle dogs. The guest(s) is the responsibility of the key holder.
  - Dogs must be owned or co-owned by members to be on the premises “After Hours”
- Contractors, repair personnel, building cleaners and other service providers hired or retained by the QCDTC Board of Directors to perform specific tasks in the building.

## Lost Key Policy

- Should you lose your key, please notify the Treasurer or the Membership Chairperson.
- If you wish to obtain a new key, you will need Board approval. An additional key deposit will be required.

## Building Security

- Ensure that all doors are locked properly when you leave. Do not leave any doors propped open.
- You do not need to unlock the outer door when in the buildings “After Hours” so that others may enter without a key.
- If you let other people into the building “After Hours” who do not have their own building key, you must ensure that they are a club member or a contractor / repair person on club business and have them sign in the logbook as appropriate.
- You may not loan your QCDTC Building Key out to a non-key holder.

## Housekeeping

- You are expected to clean up after yourself and your dog.
- If you find an “accident” left by another person/dog, please note the date / time / location the accident was found and **then clean it up.**
  - Call Catherine Berberich at 513-260-8546 with the date, time & location to facilitate review of security tapes so that the guilty party can be identified.
- Please clear away any trash, empty pop cans, etc. in appropriate trash bins before you leave the building.

## Training / Free-play

- Free play with multiple dogs is permitted “After Hours”, but only within a ring.
- Dogs are not permitted to have free run of the facility at any time.

## Dogs may not be left unattended in the building.

- Exception: Dogs belonging to members of an event committee may be left unattended at the Board’s discretion for special circumstances – such as taking a judge out to dinner, when it is deemed in the best interest of the dog. Dogs must be securely crated if left in the building, and a note should be placed on the top of the crate with the name and phone number of the owner.
- Under no circumstances should a dog be left overnight in the building.

## Consequences of violating Club Policies

- Members who violate QCDTC Policies may be sanctioned by the Board.
- Consequences may include temporary or permanent revocation of key privileges.
- Repeated violations may result in expulsion from the club.