



## **RULES FOR BURLEY GRIFFIN CANOE CLUB KEYS**

1. Keys are only for financial members of BGCC who have a need for access to the club building.
2. A \$55 fee is required (\$30 deposit plus \$25 annual fee). Annual fee is \$25, payable at membership renewal time. The \$30 deposit is refunded 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 without the prior permission of the key custodian (John Harmer, 0417 480 950 or 6288 6799). Non-members of Burley Griffin Canoe Club must not have access to the shed or use any club equipment.
5. The building must never be unlocked and unattended.
6. The building's lights must be turned off as you leave. The interior lights are turned on/off adjacent to the smaller door. The exterior lights are turned on/off adjacent to the roller door. NOTE: there is a 5 minute delay on the exterior light off switch.
7. Always enter your name, date, arrival time, equipment used, departure time and any comments in the attendance book which is located on the pink bench.
8. Carry your canoe club key on the same key-ring as your car key, house key, etc. A single key on a piece of string is easily lost or misplaced. There should be nothing attached to your key that can be associated with the Burley Griffin Canoe Club.
9. If your key is lost or stolen, or if you are aware of any incident involving the security of the building or its contents, immediately contact John Harmer (0417 480 950 or 6288 6799), Darryl Coventry, (0427 973 021 or 6134 6178) or Helen Tongway (6254 7162 or 0418 861 613).
10. Any breaking of these rules may result in your key being withdrawn.



## Application to become a keyholder

### Instructions

1. Please complete this form and then hand personally to any committee member of the BGCC.
2. Please show proof of identification to the committee member to whom you are providing this form to unless you are known to them.
3. Referees will be asked to comment on your suitability to hold a key.
4. Successful applicants are to abide by the rules of the Burley Griffin Canoe Club and to the conditions of entry to the Club facility at Molonglo Reach.
5. If the applicant is deemed suitable then the member will be required to sign a key register form and pay the appropriate fee.

### Personal information:

Name & address:	
Phone Number:	
Email:	
Member since:	

### Referee information:

Name:			
Contact Information:			
Is member of BGCC:	Yes / No	Years known for:	

### Office Use Only:

ID No:		Term applied for:		Recommended:	Y/N
Name of Committee member & signature:					
Key number allocated:					