

# OBEDIENCE KEY CLUB POLICY

Key Club is one of the many benefits of becoming an OCC member. Regular Members (Individual or Household) may join key club and use our building for the cost of \$5.00/hour per member or 1 hour of volunteer time. Key Club members may invite Associate members to accompany them as their guests. Each guest must sign in and pay the \$5/hour club dues (or use volunteer hours). Key Club for the building is on a first-come, first-served basis. The Key Club member is responsible for the condition of the building and for making sure that both doors are locked after use. Prior to using the facilities, members must call or email the training director to be put on the schedule.

All Key Club members and their guests must be members in good standing. Their dogs must be registered with the club and have current shot records on our website. All Key Club members and guests must sign in each time they use the building. The sign-in sheet and payment envelope are on the wall near the office door. Please be sure to include your name and "Key Club" on all payments.

Key Club may be utilized when there is a class at the same time with the instructor's pre-approval. Please disclose the exact nature of your activity when seeking permission to be in the building at the same time as a scheduled class. The building may not be shared during activities such as Fair Play, Reactivity, or Virtual Trialing.

## Obedience Key Club - Building Protocol

- Remember to sign in and pay key club dues - 1 volunteer hour or \$5.00/ hour.
- If you are training alone, you must indicate on the sign in sheet the name of someone you have called, emailed, or texted that you are in the building and that you have also let that person know when you are leaving the premises.
- All dogs must be on leash at all times unless you are the only one in the building or the curriculum requires off leash skills.
- If your dog has an accident in the building, please use the spray solution, clean it up thoroughly, place everything in a poop bag, and place outside in the red poop can.
- Do not leave out community water bowls.
- Be sure all equipment is returned to where you found it, and in the same (or better) condition.
- Be sure the building set up is left as you found it.
- Be sure the lights are turned off when you leave.
- Be sure both doors are securely locked.
- Be sure to take all food, food wrappers and/or drinks with you when you leave.
- For more information or questions, please contact our Training Director via email at [trainingdirector@occdogtraining.org](mailto:trainingdirector@occdogtraining.org).

To join Key Club, please sign below and place this form in the "Training Director" wall pocket in our office. Once your key club application has been processed you will be given the combination to access the building.

"I hereby apply to become a member of the OCC Obedience Key Club. My signature indicates that I have read and understand the Key Club Policy and Building Protocol and agree to abide by them. I agree to hold OCC harmless for any incidents or accidents that may occur while involved in key club activities. I also agree, if participating in classes and/or key club and have been indicted or have prior convictions, I will disclose this in confidence to a member of the board."

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TRAINING DIR. PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

