

Chattanooga Obedience Club - Building Key Club Policy

Key Club is one of the many benefits of becoming an OCC member. Individual or Household members may join key club and use our building for the cost of **\$5.00/hour per member** or 1 hour of volunteer time. Members may join after they have taken at least two adult classes. 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. All Key Club members must be **members in good standing**. Their dogs must be registered with **current shot records on our website**. All Key Club members and their guests must **sign in each time they use the facility, non-member guests must sign the waiver**. The sign-in sheet and payment envelope are on a clipboard on the left side of the office door. Please be sure to include your name and "Key Club" on all the payments. Key Club for the building is on a first-come, first-served basis. **Reservations are a maximum of two hours**. The Key Club member is responsible for the condition of the building and for making sure that both doors are locked after use. Ant classes or OCC scheduled events take precedence over private practice time. The building will be closed during trials at the OCC building.

****Note:**

Door and gate entries are monitored.

Abuse of Key Club facilities will result in disciplinary action leading up to loss of privileges.

Building Protocol

1. Don't forget to sign in and pay key club dues...1 volunteer hour or \$5.00/hour.
2. 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.
3. 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.
4. If your dog has an accident in the building, please use the spray solution in the white square buckets and clean it up thoroughly, put it in a poop bag and place **everything** from the clean up **outside in the red poop can**.
5. We do not leave out community water bowls.
6. Be sure all equipment is returned to where you found it.
7. Be sure the building set up is left as you found it.
8. Be sure the bathroom doors are closed and the lights off.
9. Be sure the lights are turned off when you leave.
10. Be sure **both** doors are securely locked.
11. Be sure to take all food, food wrappers and/or drinks with you when you leave.
12. To reserve the building, please look on the online calendar and if space is available email reservations@occdogtraining.org contact our Training Director at trainingdirector@occdogtraining.org.

To join the Key Club, **please sign below and email it back to trainingdirector@occdogtraining.org or place this form in the "Training Director" wall pocket in the OCC Office**. Once your key club application has been processed you will be given the combination to access the building. **This is not to be given out to any one else for any reason.**

"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."

Signature

Date

Printed Name

Approved by Training Director/Date