



**APPLICATION & RULES FOR THE USE OF KEY NUMBER FOR ACCESS TO THE CLUBROOMS**

April 2008

**Application and Conditions**

- All applications must be made in writing (see below) stating the purpose for the application. The Club's Executive will approve applications and their decision will be final. An access number will be granted only where it is clear that access to the Clubrooms is not otherwise possible for the member during the times when the use is desired, and that the desired use is appropriate.
- Consideration for access to the Clubrooms will be given only to those current financial members aged 16 years and over, who take a regular active part in the sporting activities of the Club and voluntarily donate their time to assist with club activities, including but not limited to the club's major events (marathon, half marathon and forest relay). The Club's Executive will give consideration to the request at the next available Executive meeting. The granting of an access number, which is to be viewed as a privilege and not a right, is at the discretion of the Executive. The Executive retains the right to decline keypad access in instances where the above participation criteria have not been met

**Rules for Use of Key Number**

Should your application be approved these are the rules that you will need to be familiar with and agree to:

- The allocated number shall not be given to any other person (including family) for any reason whatsoever.
- The allocated number must be memorised and not written down in a manner which might enable some other person to learn that number and thereby gain unauthorised access to the clubrooms.
- When entering the number at the keypad, the user shall ensure that no other person is able to see the number being entered.
- The door shall be closed after both entering and departing the clubrooms, and under no circumstances shall it be propped open. Before departure, all users must check that they are the last to leave. If so, they must ensure that all lights are out, windows shut, and upon leaving that doors are locked. On departure, wait and listen for the 'clonk' to ensure the main door is fully locked.
- When using the key number to gain access to the clubrooms, only those persons known to the user and who have made arrangements to run/walk with that user shall be allowed entry to the clubrooms.
- Each holder's use of their key number will be reviewed annually to ensure compliance with the rules and conditions. Once a key number holder becomes un-financial in excess of two (2) months from 1 April each year, access to the clubrooms will be removed.
- Holders will be required to remain active participants in the sporting activities of the Club and voluntarily donate their time to assist with club activities including, but not limited to, the Club's major events (marathon, half marathon and forest relay).
- Infringement of any of these rules will give cause to have that person's allocated number removed from the system thereby denying access to the clubrooms.

**Application Form**

I, \_\_\_\_\_ being aged 16 years or over, a current financial member of the Lake City Athletic Club and having regularly participated in the sporting activities of the Club, hereby apply for the allocation of a key number to allow me access to the Clubrooms at Neil Hunt Park. I have read and understood the 'Rules for Use of Key Number' as recorded above and agree to abide by them. My intended use of the clubrooms and hence my need to have access to the Clubrooms is as follows:

\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Please forward this application to: Lake City Athletic Club, PO Box 2136, Rotorua or scan and PDF to [lakecity@xtra.co.nz](mailto:lakecity@xtra.co.nz)