



**APPLICATION and RULES FOR THE USE OF KEY NUMBER FOR ACCESS TO THE NEIL HUNT PARK CLUBROOMS**

August 2013

**Application and Conditions**

- All applications stating the purpose for the application must be made in writing (see below), to the Club's Executive Committee, who will give consideration to the request at the next available Executive meeting. The Club 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. The Club's Executive retains the right to decline keypad access.
- Consideration for access to the Clubrooms will only be given to those current financial members, aged 16 years and over, who have had six months financial membership of the Lake City Athletic Club at time of making the application, and have in that time actively supported the Club through participation and volunteering at the various events the Club promotes and organizes. If access is granted, and failure to continue with regular participation and volunteering will result in the loss of the privilege to have access to the clubrooms. 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.

**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.
- It is your responsibility to ensure the allocated number is memorised and the notification destroyed, or the notification filed away in a safe place to ensure nobody has access to it 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 make sure the main entry/exit 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.
- Holders are required to remain actively supporting the club through participation and volunteering at the various events the club promotes and organizes.
- 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 unfinancial in excess of two (2) months from 1 April of each year, or does not meet the participation and volunteering requirements access to the clubrooms will be removed.
- Infringement of any of these rules of use will give cause to have that person's allocated number removed from the system thereby denying access to the clubrooms.

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**Application Form:** I, \_\_\_\_\_ being aged 16 years or over, and having had six months financial membership of the Lake City Athletic Club at time of making this application, and also in that that time actively supported the Club through participation and volunteering at the various events the Club promotes and organizes, 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 the Key Number" as recorded on this application form 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. This application needs to be endorsed by a current Club executive member as well as an ordinary Club member known to you.

\_\_\_\_\_  
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Applicant signature: \_\_\_\_\_ Current Club member signature: \_\_\_\_\_

Address: \_\_\_\_\_ Current Executive member signature: \_\_\_\_\_

\_\_\_\_\_ Your Email Address: \_\_\_\_\_

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

Please forward this application to the Lake City Athletic Club, P O Box 2136, Rotorua 3040 or scan and PDF to info@lakecity.co.nz