



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

11 June 2018

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. An access number will be granted only where it is clear that the desired use is appropriate. The Club’s Executive Committee retains the right to approve or decline keypad access and their decision will be final. If access is granted, the Club’s Executive Committee retains the right to cancel a keypad number at their discretion.
- Consideration for access to the Clubrooms will only be given to those current financial members, aged 16 years and over, who have had three months financial membership of the Lake City Athletic Club Inc. at the 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.

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 that the allocated number is kept secure and that no other person has access to it thereby gaining unauthorised access to the clubrooms.
- When entering the number at the keypad, you must ensure that no other person is able to see the number being entered.
- The door is to be closed after both entering and departing the clubrooms. During busy times, the door is not to be left open if no one is in its vicinity or watching the entry way area. Before departure, all users must check that they are the last to leave. If so, they must ensure that all lights are out, windows closed, and upon leaving, that doors are locked. On departure, wait 3-4 seconds then check to ensure that the main entry/exit door is fully locked.
- When using the keypad 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.
- Keypad number 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 keypad number will be reviewed annually to ensure compliance with the rules and conditions. Once a keypad number holder becomes nonfinancial in excess of two (2) months from 1 April of each year, or has not met the participation and volunteering requirements access to the clubrooms may 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 three 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 keypad number to allow me access to the Clubrooms at Neil Hunt Park. I have read and understood the “Rules for Use of the Keypad 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.

Applicant signature: _____ Current Club member signature: _____

Address: _____ Current Executive member signature: _____

_____ Your Email Address: _____

Phone: _____ Date of Birth _____ 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