



DURHAM KENNEL CLUB, INC.

Application for Informal Access to DKC Building and Property

PURPOSE: DKC members and lifetime members complete this form and submit to the Membership Chair to be granted informal access to the DKC building and property (excluding Stella's Field).

DEFINITIONS: Informal access to the DKC building and property (excluding Stella's Field) is access that is not in conjunction with a scheduled or official class, event, seminar, clinic, meeting, or social event

REFERENCES:

[Durham Kennel Club Membership Policy](#)

[Durham Kennel Club Application for Member Informal Access to Stella's Field \(link\)](#)

[Rules to Be Followed during Informal Use of the Durham Kennel Club](#)

Name: _____ Phone Number: _____ email _____

Access to building requires a total of eight hours of verifiable service to the club and attendance at two general club meetings the past Club year from date of application. Please list below:

Durham Kennel Club will allow informal building access to members and life members who have met the requirements, subject to the following requirements and the building rules:

- Only DKC members and life members may have informal access to the DKC building and property (excluding Stella's Field).
Conditional and junior members are not granted this privilege
- DKC members and lifetime members may not have informal access to the DKC building and property (excluding Stella's field) when the building is in use for scheduled events, and activities, including rental and cleaning. Members and lifetime members must check the DKC calendar before accessing the DKC building and/or property (excluding Stella's Field) informally
- Upon leaving the building, all members there must assure that the building left in a two-ring configuration and equipment is removed from the rings
- The member who opened or an appointed substitute who has been granted access must assure that the HVAC is set correctly, all lights are off, all exits are locked, alarm is set.

By submitting this application and accepting an access code, the member warrants that they have read the Building Access and Use Rules and will abide by them.

Date: _____ Signature: _____

Submit application to: DKC's Membership Chair, The Membership Chair will approve access based on the criteria contained in this policy and upon granting informal access will have the webmaster add the member's name to the list contained in the members only section on the DKC website.

The DKC Membership Chair will provide a copy of the approved Informal Access form to the DKC Security Administrator. It will be the Security Administrator's responsibility to maintain a complete list of names and alarm codes, combinations of locks, keys for all DKC-approved members and authorized service providers who have access to all the DKC facilities, including the building, storage shed, pump house, Stella's field, and the Agility equipment shed and send list to DKC's Recording Secretary and President. The DKC Security Administrator will also be responsible for sending building access instructions and alarm code information to DKC Members or authorized service provider that have been granted access to DKC facilities, except for Stella's field and the agility equipment shed.

Please list your experience (training, classes, trials, titles, seminars): _____
