

 <p>Policies and Procedures</p>	Number: 4
	Name: Guidelines for Use of Club Building, Grounds & Equipment by Club Members and Others
	Developed by: Training Committee
	Approved by: Executive
	Approval Date: 2011
Amendment Date(s): April 2013; November 2019, September 2024	

Policy Relating to Who May Use the Club Building, Grounds and Equipment, and Charges and Liability Related to this Usage:

Working members of COKC will be allowed to use the Club building, grounds and equipment, as per the following guidelines:

- This privilege (referred to as floor time in this policy) is available to current working members, which includes: instructors and assistants, (including all regular classes, agility, flyball, and disc instructors, and instructors of other classes which may be delivered by COKC), members of the Executive, members of the Training Committee, members of the Flyball Committee, members of the Show Committee, and members of other working committees that may from time to time be struck
- Ordinary club members who do not qualify under the above noted working member definition (non-working members) may use the Club building, grounds and equipment if they are in the company of a working member. These non-working members must pay the floor time fee at the current rate for each use. The working member is responsible for collecting the floor time fee from the non-working member.
- Associate-members of the club may use the Club building, grounds and equipment if they are in the company of a working member. These associate-members must pay floor time at a rate \$5.00 higher than the current floor time rate for each use.
- Club liability issues will be addressed for use of the building and equipment through a waiver of liability which individuals sign when they apply for membership and each year as they renew their membership. Non-members may come to the Club building or grounds with a member but may not bring or work a dog. These non-members must sign a waiver form each time they attend the Club building or grounds. The working member is responsible for ensuring the non-member signs the waiver.
- If any Club equipment or the Club building is damaged while anyone is using it, the member who is responsible for damage is liable for the costs to repair or replace the damaged item, or if a non-member is responsible, the member who accompanies that non-member is responsible for the costs to repair or replace the damaged item. (That member may choose to ensure that the non-member is responsible for these costs, but the club will not be involved in this scenario.)
- Note that the club building is under video surveillance, which permits monitoring of the building's use.

Policy Relating to How to Book the Use of the Club Building, Grounds and Equipment:

- The Club Building, Grounds and Equipment are not available for use under the conditions described in this policy when any of the following are scheduled: any class which is scheduled by the Training Committee, the Agility Group, the Flyball Group, the Disc Group, or any other formal class which be delivered by COKC, any event including trials, club meetings, etc., any event related to Building upkeep and maintenance (normally scheduled by the Building Chairperson), and any other special event which may, from time to time be approved by the Executive.
- From time to time, working members may choose to form working groups, which can include working and non-working ordinary members, associate members and non-members. The activities and focus of the working group must be on activities which are not offered as classes by COKC. (At time of this policy development, for instance, working groups have been created for Conformation Handling and Scent Discrimination, as there are currently no classes offered for these topics.) Formation of a working group must be approved by the Executive in advance of their offering.
- Regular formal classes and working groups will be added to the club calendar after approval of the Training Committee or the Executive. Fees for working group participants will be determined by the Executive and amended whenever the fees for regular formal classes are amended. Working members may submit earned vouchers for payment of working group sessions as follows: from one to a maximum of six working group sessions. NOTE: Organizers of working groups (maximum of two people) do not have to pay fees to attend the working group, but this organizing role does not allow the member to earn a voucher.
- When the club building or grounds are not in use for activities noted under the first bullet of this section of the policy, the facilities may be used for floor time, as outlined in the first section of this policy. Floor time is not published on the club calendar, and, as such, working members may find that other working members are using the club building or grounds when they arrive at the COKC property. Working members are expected to respect the needs and wishes of each other, and work amicably to share the facilities, and to ensure that no one is over using the floor time privilege.