



Cambridge Canoe Club

Clubhouse Key Application Form

Members, who have been actively involved with the Club for a least six months, may apply to the Committee for a key to the Clubhouse.

Examples of participation can include any of the following. Attending regular club open sessions, race training, competitions and social events, club rivers trips and helping at club organised training courses.

Personal Details

Name

Membership number

email address:

How long have you been a member of Cambridge Canoe Club?

Key deposit

There is a £20 deposit payable which is refundable on return of the key. Please enclose a cheque for £20 made payable to Cambridge Canoe Club with your application. If you are not successful your cheque will be returned.

Keyholder responsibilities

Security at the clubhouse

When entering the clubhouse ensure the door is closed behind you. When leaving the clubhouse unattended ensure the roller door is fully lowered with the locking pin in place and the main access door closed with the 2 star bolts locked. Check lights in the boat storage areas are switched off.

Performing clubhouse duties as part of the duty rota

Each keyholder is added to the Duty Rota. The Duty Rota is published on the club website and members are expected to check for the dates of their duties. Each keyholder is expected to attend the session allocated to them or to make alternative arrangements for another keyholder to cover their duty if they cannot attend.

The duty keyholders are responsible for:

- Opening the Clubhouse prior to the start of the session
- Cleaning the Clubhouse
- Meeting new members and answering queries where possible
- Closing and locking the Clubhouse after the session has ended.

Please report a lost or missing key to the Key & Duty administrator

Neglect of responsibilities

The club reserves the right to withdraw a key from a keyholder if these responsibilities are neglected. In particular if 2 clubhouse duties are missed without a replacement being found and without good reason given to the club committee.

I agree to abide by the club key holder responsibilities outlined above.

Signature

Date

I enclose a cheque or cash for £20 payable to Cambridge Canoe Club