

## Building Rules

1. When using the building or items from the building all things used must be returned to their proper storage place. Members who fail to properly return used items will lose their ability to use the club.
2. A schedule is kept at the club for the proper settings for the heating and air conditioning. Members using the building are expected to follow the schedule and leave the heating and air condition set to the level in the schedule.
3. Please keep restroom doors closed while in the building and insure they are shut when securing the building.
4. Make sure bathroom light are off and the toilets are not running when securing the building.
5. When securing the building push on each exit door to insure it is shut as you turn off the lights. Do not rely on looking at the door or guessing whether or not the door has been opened or not.
6. Lights have a delay, so once turned off you must wait several minutes before turning them on again.
7. Food trash or food items should be thrown away in the outside trashcan. No food should be left out in the building.
8. No personal or training items should be placed on the shelving. Personal items can be placed in the plastic milk crates or stored next to the student seating on the floor or on the seating.
9. Any treats or food left behind will be thrown away. This is to discourage pests.
10. Members wishing to use the building must contact Pam Helmer via phone to avoid conflicts. Approval must be received prior to the building being used.
11. No approval of building usage will be permitted 30 minutes before or 30 minutes after a scheduled training session. This time is to allow instructors to set-up and breakdown the training area.
12. Any member using the building without authorization will lose access to the building. Further violations will result in further discipline up to and including expulsion from the club.
13. Only the Talbot Kennel Club board can approve the creation of building keys. Any member making unauthorized keys will be subject to discipline up to and including expulsion from the club.