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|  <p style="text-align: center;">Policies and Procedures</p> | Number: 4 |
| | Name: Guidelines for Use of Club Building, Grounds & Equipment by Club Members |
| | Developed by: Training Committee |
| | Approved by: Executive |
| | Approval Date: 2011 |
| Amendment Date(s): April 2013; November 2019 | |

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

- This privilege is available to current working members, which includes: instructors and assistants, (including all regular classes, agility and flyball instructors), 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.
- 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.
- 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.
- If any Club equipment or the Club building is damaged while a member is using it, that member is liable for the costs to repair or replace the damaged item.
- Note that the club building is under video surveillance, which permits monitoring of the building's use.