



1. Definitions

- a. Key(s): All devices used to lock/unlock mechanical locking devices.
- b. Access and Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access to CAAA.

Key and Access File: Records maintained by the Safety and Security Office

identifying **CAAA USER AGREEMENT**

- c. Keys by number, lock access and persons in possession of specific Keys
- d. Access Coordinator: A person designated, in writing, by the President to issue keys on his/ her behalf.

2. Responsibilities

- Sign Key Holder Agreement or Key Deposit Agreement for each Key received.
- Pay the established deposit of \$50.00 prior to the issuance of Keys.
- Maintain personal possession of issued Keys and not duplicate, loan, or transfer to others for any reason. Unauthorized duplication, use or transfer of any Key will result in disciplinary action against the holder.
- Report lost, or theft of, Keys to the appropriate executive
- Return all Keys in holder's possession upon membership expiry.
- Follow all rules and regulations of the lanes to ensure the safety of yourself and others
- Visitors – Members can bring a guest into the lanes. An envelope with the guest's information will be filled out and a fee of \$10.00 will be paid/ put in the drop box.
- Guests are only eligible to shoot as guests twice before a membership is required by CAAA.
- Key Holders MUST be over the legal age of 18, if a minor is coming into the lanes, they MUST be accompanied at all time by the key holder.

4. General Policy

- a. Keys remain the property of CAAA and are issued for the sole use of the key holder. No Keys may be duplicated, loaned, or transferred to any other person by the holder.

5. Procedures

b. Lost or Stolen Keys

- When a Key or Access Card is reported as lost or stolen, the executive will prepare and file an Incident Report.
- The President will notify the executive to determine action to be taken to modify locks and/or issue new or replacement Keys.
- Determination of action to be taken will be based on the assessed threat to the security of the CAAA and property, and the costs that would be incurred for the action.
 - If it is determined that reasonable security can be maintained solely by issuing a replacement to the person who reported a lost or stolen Key and/or Access Card, the Safety and Security Office will:
 - o List the corrective action on the Incident Report for the lost Keys

- Prepare a Replacement Key Authorization and send to the appropriate Access Coordinator for approval. **A replacement fee will be charged or a new deposit will be required before a replacement is issued unless investigation of the incident establishes that the Keys were stolen WITHOUT negligence on the part of the member.**
 - If it is determined that attaining reasonable security requires re-Keying (i.e., the changing of tumblers in lock cylinders or the replacement of lock cylinders to accommodate different Keys), The executive of the CAAA will:
 - List the action on the file copy of the Incident Report.
 - Will prepare a Replacement Key Authorization and send a copy to the appropriate Access Coordinator. **A replacement fee will be charged or a new deposit will be required before any replacements are issued unless, upon investigation, it is determined the Keys were stolen, and that negligence on the holder did NOT contribute to the theft**
 - The Access Officer will issue the Key to the individual upon presentation of appropriate identification, signing of either, the Key Holder Agreement, , Replacement Key form or the Key Deposit Agreement for Replacement Key form, and payment of either the assessed fees or new deposit.
 - After issuance, the Access Officer will file the form with the individual's Key Control Record.
 - Initiate a recall of all Keys issued for the original lock or setting. Issue a new Key upon return of old Key and update the Key Control Record.
 - Repeated reports of a lost, stolen or damaged Key by the same person may result in the suspension of access privileges.
1. Recall of Keys
 - In addition to replacement of any Keys deemed necessary as a result of loss or theft, replacement may also warrant for other reasons: Keys, or locks damaged beyond repair; new locking devices; or other security related issues. CAAA reserves the right to request the return of Keys that have been issued to any member, at any time. Keys not returned upon recall will be treated as lost, and applicable fees will be assessed or, the deposit will be forfeited.
6. **Fees for Lost or Stolen Keys; Keys and/or Access Cards Not Returned Upon Recall**
 - a. Single Key replacement or loss: \$30.00 per door affected. The Holder pays the entire fee or forfeits deposit, if a deposit was required.
 - b. If Re-Keying of all doors is required, a minimum of \$175.00 will be charged to the member.
 7. **CAAA Club activities at the lanes** – all club activities will take presidency over member access. During these times, access may be limited for a duration of time. All activities will be posted on the CAAA webpage calendar.
 8. **Target Purchases** – Members can purchase paper targets from club executive Monday or Thursday evenings for \$1.00 per target. Member's are responsible for their targets, the CAAA will not be held accountable for targets left at the lanes or lost targets.



Key Deposit Agreement

Date: _____

Name of Key Holder: _____

Key Type: _____

I acknowledge receipt of and take full responsibility for the loss or damage of the above Key while in my possession.

I understand that any Key issued to me remains the property of the CAAA and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the CAAA and may result in forfeiture of the deposit paid for issuance of the Key. In addition, payment of a new Key deposit may be required to obtain a replacement Key.

I agree to return any Key in my possession upon expiry of membership, or when requested by the CAAA for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit

Signature of Key Holder

Receipt of Key deposit in the amount of \$ _____ is acknowledged.

Date: _____

Signature of CAAA Executive



Key Holder Agreement

Date: _____

Name of Key Holder: _____

Member Number: _____

Phone: _____

CAAA Executive Issuing Key: _____

Description	Key #	Member Initials	CAAA Initials

Other Access: _____

I acknowledge receipt of and take full responsibility for the above Key while in my possession.

I understand that any Key issued to me remains the property of the CAAA and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the CAAA, which may result in fees being assessed for the lost, stolen or damaged Key in accordance with the CAAA Key Control Policy and Procedures.

I agree to return any Key in my possession upon expiry of membership, or when requested by the CAAA for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit

Signature of Key Holder

Date

CAAA Exec Initials

CAAA Exec Initials (2)



Key Deposit Refund Authorization

Upon return of a Key that required payment of a Key deposit when issued to the Key holder, the CAAA Executive will submit request to the Treasurer for the preparation of a refund check in the amount of the deposit as follows:

To: CAAA Treasurer

From:

Please issue a refund check in the amount of \$ _____ to refund the Key deposit for the following Key(s) which has been returned:

Key Number : _____

Other access: _____

Refund check should be made payable to:

Name: _____

Mailing Address: _____
