Arrowsmith Potters' Guild
www.arrowsmithpottersguild.bc.ca
600 Alberni Hwy
Parksville, BC
V9P 1J9
(250) 954-1872

Arrowsmith Potter's Guild Key Policy

1) The distribution of keys is at the discretion of the Board of Directors. Key privileges may be revoked if the Board deems it necessary.
2) There is a limited number of user codes allowed on the security system. There shall only be one member on a user code. Approved members will be assigned a user code by the Key Coordinator.
3) Members applying for a key must submit a written request to the Board or the Key Coordinator for consideration.
4) All key holders must be familiar with and abide by the APG Studio and Guild Policies and Guidelines. Please visit the website.
5) All board members, instructors and shop members are priority users and will be issued keys and codes to access the building as required. This may result in studio members key privileges being rescinded to accommodate.
6) A refundable deposit of $25 is required for each key issued. This fee is refunded upon return of the key.
7) If a keyholder is not a member in good standing as per our constitution, their code will be removed from the security system.
8) To keep our records of who has keys current, every November, the Membership Coordinator in conjunction with the Key Coordinator, will review and verify members eligibility for retaining a key. If a member is no longer eligible, the Key Coordinator will advise the Board.
9) Lifetime members are entitled to a key. As part of the annual review process, Lifetimer's will be contacted as well to verify if they wish to continue to have a key.

The Key Coordinator is responsible for programming the alarm system with member key codes and maintaining the list of key holders and their codes. Approved members are responsible for arranging for key and code use orientation with the Key Coordinator.

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Key Policy Procedures

To Apply for a Studio Key:

1) To apply for a studio key, you must:
    a. Be an active member for a minimum three months in good standing, including having attended a minimum of three general membership meetings within the past year.
    b. Have completed an APG course or have Board approved significant experience with clay.
    c. Submit a written request to the Board for consideration by completing the application form below. (Print and complete the last page of this policy)
    d. Include the refundable deposit of $25 required for each key issued. This fee is refunded upon return of the key.
2) Approved applications are forwarded to the Key Coordinator who will train and dispense a key to the member.
3) Note: There are a limited number of individual keypad users. If one is not available, the member will be placed on the approved wait list for the next available key.

Member Responsibilities:

1) All key holders must know:
    a. How to enter and exit the building properly
    b. How to sign in and out using the studio book
    c. How to use the online booking system when applicable
    d. The procedure required if the alarm sounds while they are entering or exiting the building.
2) Members should be aware that misuse of a key and code result in the alarm sounding and security alerted. In result, the Guild will be charged $100.
3) Maintain membership in good standing and fulfill their member obligations If a keyholder is not a member in good standing, their code will be removed from the security system and they must return their key.

Key Return:

The shop person refunds the deposit, labels the key or puts it in a labeled envelope which is placed in the cash box at the desk. The shop person then calls or emails the Key Coordinator so that they can update the record and retrieve the returned key. The information is then recorded by the Key Coordinator in the Key binder. The Key binder is kept in the lock-up cage and when removed for updating a large card is temporarily placed in its place on the shelf until return of the binder.

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PG Train Station Key Application Form

Complete Step One of application including key deposit and leave in envelope at the shop desk for Key Coordinator.

STEP ONE Member Information

Last Name: _____ First Name: _____
Please Print *Please Print*

☐ I am a Board member; ☐ I am a shop member; ☐ I am a class instructor (member);
☐ I am a special class instructor (non guild member) Check all that apply.

APG #: _____

Email: _____

Mobile Ph#: _____

Home Ph#: _____

☐ I have paid for my membership.
☐ I have attended at least 3 regular Guild meetings.
☐ I have read and understand the Key Policy
☐ I have signed up for the studio job(s) of

_____ _____
Signature *Date*

Note: Key deposit of $25.00 must accompany this application. Deposit is refunded when key is returned

STEP TWO Verifications

Shop Member	Date received application _____ ☐ Key Deposit of $25.00 received
Membership Coordinator	☐ Membership is paid until _____
Secretary	☐ Has attended a minimum of three APG meetings
Studio Manager	☐ Completed studio job task last year (Mark n/a if new member less than 3 months) ☐ Has signed up for task this year

STEP THREE

Board of Directors	☐ Approved ☐ Instructor Key (Key to be returned at end of class)	☐ Not Approved	Date: _____

STEP FOUR

To be completed by Key Coordinator

Key Pad User # _____ Training Date: _____

☐ Key Coordinator binder has been updated,

STEP FIVE

Key Return Information (To be completed when member returns key)

Key Return Date: _____

Deposit Refunded: _____ Member Signature _____