

BellaVita Clubhouse key policy. 2009-010

Keys for the BV facilities will be issued by the club manager as directed by the BV board to BellaVita employees and to selected BV board members.

In support of the security of the club, the Board requests that the key holders agree to the following terms of usage:

- The key is made available to employees (staff) in support of their specified work hours.
- The key is made available to support emergencies at the clubhouse.
- The key is also provided to support unique hours for events when staff is not available.
- Board members are responsible to the club manager for advance coordination when using the key for other than emergencies.
- Availability of the key does not substitute for scheduling of the club staff. Club staff will be scheduled by the club manager to support extra hour events.
- Board members that have a key shall not direct the operation, activities or hours of club employees.
- The club manager shall be advised as soon as possible whenever entry was made when the club was not opened by an employee.
- When the club has been opened by a board member, that member is fully responsible, shall stay at the club full time while it is open and will be responsible for disarming and rearming the alarm system. Not rearming the alarm system will be grounds for removal of key privileges.
- The key holders shall not duplicate their key.
- The key holder will be issued a unique alarm code and their alarm codes shall not be disclosed to anyone.
- A lost key shall be reported to the manager immediately so that the alarm codes can be changed.
- The key shall not be loaned to anyone.

I agree to this policy and have received a BV Clubhouse Key and alarm codes.

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Signature

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Date