

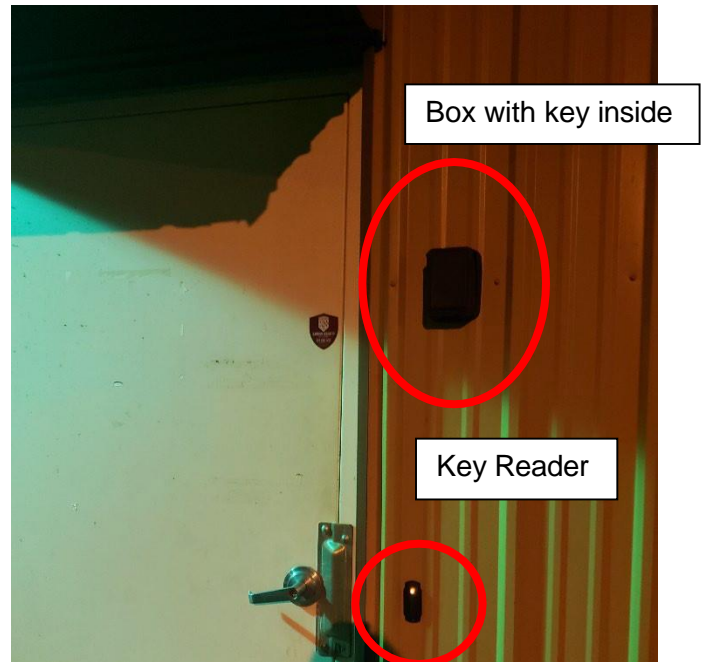
# Winnegamie Dog Club Floor Rental Instructions

**You must sign up on the 'WEJOIN' spreadsheet in the Members Only section of the website before using the building.**

**Use of the building is for training purposes only, no fetch, frisbee, etc.**

## How to Use the Lock Box

- Go to the 2nd door on the east side of the building, about halfway down the long side of the building. There is a black box about 3"x5" mounted on the right side of the door.
- Open the weather protective cover on the box to reveal the number buttons.
- Enter the three digit code provided to you.
- Press down on the switch, and the door should swing towards you and down, revealing the white key card.
- If you are renting the back room, swipe the key card over the key reader below the lock box; the light should turn green, and the door will unlock.
- If you are renting the front room, do the same, but go around to the front door on the north side of the building (facing the road).
- Once you are inside the building, find the switch to keep the door unlocked. In the back room, it is located immediately inside the door, to your right. In the front room, it is located just to the left of the door to the men's bathroom. Put the switch into the down position.
- Once you are in the building, you should immediately put the key card back in the lock box, making sure it locks properly. This will prevent you from accidentally locking yourself out of the building. You will need to enter the code again in order to lock the box.



## Light Switches

- There are light switches just inside both doors that will turn on a few lights, so you can see to reach the main lights. In the back room, the first light switch is to your left as you enter, on the east wall of the building. In the front room, the first light switch is to your left as you enter, on the north wall of the building.
- Back room – main lights are on west wall, to the left of the large mural tree.
- Front room – main lights are on the wall in the northwest corner of the kitchen.

**Everyone must sign in on the sign-in sheet located on the table near the door in either room.**

## Dog Agility Equipment

- If you rent the back room on a Thursday, there may be dog agility equipment set up on the floor.
- If you and your dog have not trained/competed in agility, it is not safe for you to use the agility equipment, and you are **not permitted** to do so.
- If you are currently in an agility training class, do not use the agility equipment unless you have been cleared to do so by your agility class instructor.

## Dog Obedience and Rally Equipment

- You must be trained on the use of any Obedience Equipment..
- If you use any Obedience or Rally equipment and/or signs, please make sure you return them to the proper place (see pictures next to obedience storage room)

## How to Pay

- The office is located between the front and back rooms; it has a table and chairs inside.
- Go into the office, and immediately turn right and look behind the door.
- You will see a metal container with envelopes sitting on top. Put your payment in an envelope, and label the envelope with the following information: **the date and time of your rental and the names of all the people who used the room during that time.** Any non-members must fill out a Waiver of Liability form (located on the wall behind the door in the office) and pay \$10.00 per hour. Members pay \$5.00 per hour (except Lifetime members and Active Instructors). Put the Waivers in the envelope with your payment. Drop the envelope into the metal container.



## Before you leave:

- Properly put away all equipment you used.
- Vacuum the area that you used – vacuums are located in the kitchen for the front room and in the janitor's closet for the back room.
- Please leave the building in the same or better condition than you found it to be.
- Check to make sure that all lights are off and all doors are locked (put the door lock switch in the down position).
- Sometimes the main door will not lock properly when you walk out of the building. PLEASE check the door to make sure it actually is locked.
- Be sure to return the key to the lockbox if you have not previously done so.