

TTACT Key Issue and return form

Key Issue

Member Name:	
Key #	
Key Payment details	

I acknowledge that I have received TTACT Key No for the entrance door to the TTACT Kingston Centre.

I agree to abide by the requirements of TTACT Key holders as follow:

I will ensure that on my departure from the table tennis centre that:

- all tables are covered;
- all fans (main area and toilets) are switched off;
- all lights (main area and toilets) are turned off;
- all water taps are turned off;
- all exit doors (including emergency exit door) are securely locked;
- If I am not the last person to leave the table tennis centre, I will designate a member to take on the above responsibilities and record it in the attendance register. If no one is able or willing to take over the responsibilities then the remaining people must be asked to leave.

I understand that if I cease to become a financial member of the club or complete my volunteer role for the club, that I must return the key within one month.

Signature

Date.....

Key Return

Key #	Date received / /	Key description
Received by:		
Name:	Signature	