**ARAMOHO WHANGANUI ROWING CLUB**

**Electronic Fob Door Security (June 2020)**

1. **Rowers and others who are Fob holders are requested to enter the AWRC building via the gym door from the driveway. The Fob works the same as a key with the door pad required to be swiped, which will unlock the door. Please ensure the door closes behind you. It will then require another Fob holder to gain access from the outside.**
2. **Fob holders are requested not to hook the door back for other Club users who may arrive later, however it is accepted that some users may arrive at the same time and it will not be necessary for every individual who is a Fob holder to individually swipe into the premises.**
3. **If the building is alarmed, the first person entering the premises during the day will automatically deactivate the alarms (there will be no requirement to physically deactivate the alarm).**
4. **If you are introducing new members or guests to our Club, please ensure that security and the AWRC Code of Conduct are adhered to. Potential new members wishing to use the gym or rowing plant must be registered with the Club Secretary (****awrowing@gmail.com****).**
5. **If you are the last person to exit the building, please double check that all downstairs exit doors are closed and locked (coach boat room, side door and the 3 boat bay doors) as well as upstairs exit doors and windows are closed and locked (lounge, fire escape and gym roller door) and all lights/heaters are off. The security alarm can be simply activated by pressing “ARM”.**
6. **Your Fob is issued to you personally and must not be passed onto any other persons for their use.**
7. **The Fob will be signed out to you as a financial member of our Club and will remain activated whilst you are a financial member. Your Fob details will be stored on the Clubs secure laptop.**
8. **To receive a Fob, you must either hand in your current Club key or make a payment of $20.00 to AWRC Bank Account 03-0791-0543270-00**
9. **If your Fob is lost or damaged, you will need to notify Adrian van Bussel who will deactivate the issued Fob. A new Fob will be arranged after applying to the Secretary and upon payment of $20.00.**

**Name (Print)………………………………… Signed……………………………. Date……………**