

# Keowee Facilities Policy

July 2008

Keowee Bowmen has established the following guidelines in regards to the use of facilities by other groups or organizations.

A Keowee Bowmen member should be present during all activities, but is not required in some situations with Board of Directors (BOD) approval. The reserving party must make arrangements for the keys and for their return. The doors are to be kept locked except when building is being used. Please be sure that the heating/cooling is turned off, the lights are turned off, and the building is securely locked upon exit.

Supplies purchased by Keowee Bowmen, such as decorations and accessories, also disposable cups, plates, etc., are not to be used. These are reserved specifically for club-related events and functions.

Trash disposal is the responsibility of the person(s) making the reservation. Trash must be disposed of immediately after the function and **NOT** left in the building.

Keowee members will be notified at least two (2) weeks in advance of any scheduled activity.

Acceptable activities are classified as any activity that is archery related and provides a community service. Archery activities that are of an educational venue will be encouraged. Each training activity must have a qualified instructor and support personnel for safety. Some examples would be Boy Scouts, Hunter Education, Archery Classes, etc.

Benefits and fund raisers may be held with BOD approval and that allows all Keowee Bowmen members to participate.

For any activity that involves the use of archery equipment a Liability Waiver must be signed by each participant.

For all activities an oversight person will be established and this oversight person may or may not be a Keowee Bowmen member. This individual will be responsible for any property damage or miss-use of club facilities.

All minors under the age of 16 years of age must be accompanied by an adult or be under direct supervision during activities at Keowee Bowmen.

A nominal fee may be charged if approved by the BOD to cover any printed material or target faces only.

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\_\_\_\_\_ Oversight person (I assume full responsibility for all personal safety and possible property damage as a result of the use of Keowee Facilities)