

# Castle Pistol Club

[www.castlepistolclub.com](http://www.castlepistolclub.com)

P.O. Box 5141 New Castle, PA 16105

Phone: 724-652-0570

## Building Access Application

All members requesting a building access Key Card are required to meet the following requirements:

1. Complete a building access application form and remit a \$35.00 payment.
2. Complete a Castle Pistol Club orientation. A once a month, or as needed, building orientation class will be held and is mandatory for those who wish to have building access.

### Rules & Regulations Regarding Key Access

1. Access to the building with Key Card not to be used by anyone other than the assigned holder
2. If Key Card is lost it must be reported to a club officer as soon as possible
3. Anytime the key holder uses the Key Card to access the Building, they are to register on the sign in sheet and make appropriate range donations.
4. Other than regular club meetings or matches, the key holder is responsible for the facilities and all guests.
  - Any damage that occurs while using the facility must be reported immediately to a club officer. Names and numbers of officers are posted by the phone.
5. When leaving:
  - a. Clean up after yourself and any guests
  - b. Repaint backstop
  - c. Reset the thermostats to the posted temperature
  - d. Turn out all lights
  - e. Ensure the building is locked and secure

### Applicant's Information for KEY CARD

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By signing this application I understand that failure to follow the rules and or misuse can result in the loss of access privileges and may result in expulsion from the Castle Pistol Club.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Executive Committee Use

Date Reviewed	Approved / Rejected (with reason for rejections)	Key Number