

# Room Reservation Policies

## Volunteer Members Only



- **Full Room rental:** Up to 6 volunteer members. All rentals are whole room only.
- PCOTC volunteer members may reserve the facility for practice. All people in a practice group must be PCOTC volunteer members.
- Each person in a practice group must sign and file an insurance waiver with the club. (Forms located in Membership area.)
- For the dog's safety, members who practice with agility equipment must have earned an agility title or must obtain written permission to rent from a current PCOTC agility instructor.
- No one may charge fees to other participants during practice sessions, except PCOTC instructors who teach private lessons.
- You must allow authorized servicemen or contractors to enter the facility and carry out necessary repairs or renovation during your practice session. If the repairs or renovation work make it difficult or impossible for you to practice during your time slot, you will not be charged a fee. Notify PCOTCcalendar@gmail.com.

- When you leave, the training area should be equipped as it was upon arrival. Please store equipment away properly. If you find equipment stored in an unsatisfactory manner upon arrival, please notify PCOTCcalendar@gmail.com.
- Set up and breakdown must take place within your rental hour(s); the room must be ready for those following you, on time.
- Deposit fees in a filled out deposit envelope and put through the office door mail slot. Please ~~pay~~ by check ONLY, and put the rental date in the memo field of the check.

### *To make a reservation:*

- Volunteer Members may consult the **Google calendar** to view available rental times, on the **Membership** page of the website.
- Club classes and special events take precedence over rentals, and may replace rental reservations. Renters will be given as much consideration and notice as possible.
- Rental times are not granted within 30 minutes before or after a scheduled class.
- Please request a reservation at least 2 days ahead of your desired time slot. We may not be able to accommodate reservations with a shorter lead time.

### **To determine your volunteer status:**

Contact Morgaana Menzel  
morgaanamenzel@gmail.com

### **To reserve a time, contact:**

**PCOTCcalendar@gmail.com**