



Document No.	POL16
Document Name	KGC Motorised Cart Storage Shed Policy
Version	1.0
Document Owner	KGC Management Committee
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Purpose

The Kingaroy Golf Club (KGC) offers a number of motorised cart storage sheds for **current financial members** to hire on an annual basis.

This policy outlines the arrangements to cover safety and insurance considerations, eligibility requirements, the process for annual renewal of hire and the arrangements for change of hire arrangements.

Responsibilities

1. The KGC Management Committee is responsible for insuring the shed structures and the maintenance of the buggy hire sheds in accordance with this policy.
2. The Treasurer is responsible for issuing invoices for annual hire and tracking funds received. The Treasurer is also responsible for maintaining the **KGC Motorised Cart Storage Shed Register**.
3. The hirers are responsible for ensuring that fees are paid in full and on time, and that they comply with the requirements of this policy in terms of insurance, maintenance and advising of the intent to vacate their shed or terminate their Club membership.

Guidelines

1. The motorised cart storage sheds are offered for hire on an annual basis to **current financial members** of KGC.
2. Annual fees are determined by the KGC Management Committee prior to the Annual General Meeting every year and published in the KGC Fee Structure.
3. The hirers will be sent an invoice in December, with fees fully payable by 01 January the following year. If fees are not paid in full by the due date, the hirer will be required to vacate the shed so that it can be allocated to the next member on the wait list.
4. A wait list of a maximum of 10 members will be maintained on the Motorised Cart Storage Shed register. Members will be advised in the monthly newsletter if there are vacancies on the wait list.
5. A member can request to be added to the wait list by sending an email to the Club email address. If there is room, they will be added to the list. Names will be added to the wait list on a 'first in first served' basis.
6. Where a vacancy occurs, the Treasurer is responsible for allocating the vacant shed to the next person on the wait list.
7. KGC is responsible for insuring the sheds and maintaining them in a safe, secure and serviceable condition.
8. KGC is responsible for ensuring that a serviceable lock is in place on each shed. The hirer is responsible for ensuring that their shed remains locked at all times when not in use.

9. Hirers are to ensure that the shed is maintained in a clean and tidy manner, and that any personal items that are stored in the Motorised Cart Storage Sheds (including the motorised carts) are fully insured. **Under no circumstances are the lithium ion batteries for small electric golf vehicles (eg walk-behind buggies or 3- or 4-wheel scooters) to be stored or charged in the storage sheds due to fire risk.**
10. Hirers must notify the Club of any damage or maintenance requirements for the shed they hire. The preferred method is via email to the Club email address to ensure that the actions are investigated and completed in a timely manner.
11. Hirers must notify the Club if they are intending to vacate their storage shed, or if they are no longer intending to be a member of the Club so that arrangements can be made to allocate their shed to the next person on the wait list. The preferred method is via email to the Club email address to ensure that their request is tracked and actioned in a timely manner.
12. On vacating the shed, the hirer must ensure that:
 - a. all personal items are removed and the shed is left in a clean and tidy condition for the next hirer;
 - b. any damage has been reported to the KGC Management Committee via email to ensure that it is actioned;
 - c. that all copies of keys are returned to the Treasurer for handover to the next hirer.

Version information

Version	Details/Changes	Approved by	Date
1.0	New policy	KGC Management Committee	21 September 2026