

# Kiwanis Club of Alpine Tents & Other Supplies Use and Procedures

Alpine Kiwanis Club events have first priority.

- Non- Kiwanis events must request and get board approval.
- An Alpine club member must be the lead person/ Event Chair.
- The lead person/ Event Chair will be responsible for pick-up, set-up and return of the tents

## **Procedures for Scheduling Tents**

- Non-Kiwanis events must get board approval first along with the name of Kiwanis member lead person.
- Contact the Tent Coordinator(s) to reserve date, time, and which tents are being requested to check for availability.
- A Kiwanis member, (name to be submitted with request), must be the lead person or chair for the use of tents, before reservation will be accepted. It is that person's responsibility for gathering the work crew for set-up, break-down and returning the tents.

*\*Note: the tent coordinator(s) are ONLY responsible for the dates and scheduling of use of the tents, and are not responsible for the work crew to set-up & break-down. That is the sole responsibility of the lead person or Event Chair.*

Tents are to be returned to the shed, after the event, stored and stacked neatly in their dedicated location. Report any damaged equipment to Don Parker or the board ASAP at [dlpark10@cox.net](mailto:dlpark10@cox.net)

Tent inventory;

Three (3) 20' x 30' 1" ppg. & fittings red set, black set, brown set, legs are black

Six (6) 10' x 30' ¾" ppg. & fittings all marked with blue, legs are green

Chili table rail ¾" ppg. & fittings all marked with yellow

