

Clubhouse Table and Chair Usage Policy

The clubhouse tables and chairs are the property of Candlewood Knolls Inc., and as such are available to Candlewood Knolls Inc. stockholders for personal use within Candlewood Knolls as per the conditions of this policy.

1. The usage form must be filled out in advance of the requested table and chairs, signed, and sent to the office by a CKCI stockholder. It is the responsibility of the requester to allow enough time for the office to receive and coordinate this request with the maintenance department.
2. There is no fee currently to use chairs and tables. However, there is a security deposit required. Up to 10 items is \$100, 11-50 items is \$200, over 50 items is \$300.
3. The Maintenance department will make the clubhouse accessible to the borrower at a mutually agreeable time for both pick-up and return of borrowed items.
4. It is the borrower's responsibility to load tables and chairs from racks in the clubhouse to their vehicle and re-load them back on the racks upon return.
5. Candlewood Knolls reserves the right to refuse usage requests for **any reason** including; items needed for scheduled clubhouse functions, fees owed to CKTD or CKCI, etc.
6. Borrowed items are for use within Candlewood Knolls only and are not to be removed from the premises. Removal may result in forfeiture of security deposit.
7. Pick-up and return should be done during regular Maintenance hours. If pick-up and return cannot be done during Maintenance hours of operation, the office will make every effort to make other arrangements for pick-up and drop-off during the week. This is not guaranteed.
8. Equipment must be returned at the earliest convenience and not to exceed 3 days.
9. Equipment must be returned in the SAME condition in which it was borrowed. Equipment not returned in the same condition will incur a deduction or forfeit of the security deposit. If CKCI needs to clean equipment on return, CKCI reserve the right to withhold the security deposit.
10. Equipment must be inspected and signed back in by a CK staff or Board member. No items are to be left unattended outside the clubhouse upon return. If you must return the items on a weekend, please make arrangements for clubhouse access up front with the office. Items left outside the clubhouse will cause forfeiture of the security deposit.
11. Forfeiture of security deposit does not negate the ability for CKCI to seek additional reimbursement for damaged or unreturned items up to the replacement value.
12. Candlewood Knolls Board of Directors reserves the right to modify this policy at any time.

Policy Effective Date 4/21/18