

Canopy Usage Policy

The Optimist Club has purchased a canopy for use during official Optimist Club events.

The canopy is currently stored at:

Tax & Accounting Management
N94W17900 Appleton Avenue
Suite 100
Menomonee Falls, WI 53051

The following guidelines govern the usage of the canopy.

1. The canopy is to be used only for officially authorized Optimist Club events and promotions. For example, it may be used at Village Park during events at which the Optimist Club is participating or at events that the Club is organizing (parades, fishing derby...)
2. The canopy is not to be used for private, non-Optimist Club purposes by any member or non-member.
3. The canopy must be checked out and checked in by a member of the Optimist Club.
 - a. The member will be required to sign before the canopy is checked out.
 - b. The signer is encouraged to check the canopy for damage and report any issues before leaving with the canopy.
 - c. The canopy must be returned no later than 72 hours after the conclusion of the event.
4. The person checking out the canopy is responsible for:
 - a. Safe transport and operation of the canopy
 - b. Reasonable protection of the canopy from damage
 - c. Returning the canopy by the agreed time
5. To avoid conflicts, we recommend reservations for the use of the canopy.
 - a. Reservations **for both pickup and return** may be made by calling or emailing Kim Wenzel at
 - i. Cell 414-510-3469
 - ii. Email kfwenzel87@gmail.com
 - b. Reservations will be made on a first-come, first-served basis.
 - c. Requests/reservations must be made at least 72 hours prior to the anticipated pickup or return. Although every effort will be made to accommodate your request, there is no guarantee that the canopy will be available for pickup if the deadline is not met.

Policy Approved: March, 2024

Optimist Club of Menomonee Falls

Canopy Sign Out Sheet

Date Out: _____ Responsible Member: _____

Date Returned: _____ Returned to: _____

Notes: _____

Date Out: _____ Responsible Member: _____

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