

**Whitnall Park Rotary Club
Rotary Tent Use Policy & Application Form**

Policy:

1. Whitnall Park Rotary Club (WPRC) is fortunate to own a yellow 10' x 10' tent canopy with "Rotary" and the Rotary logo imprinted on two sides. It is a crank-up canopy with a soft carry case on wheels. A stake kit is also available.
2. WPRC is willing to loan its tent to other Rotary clubs, a Rotary District, or a Rotary Zone. However, it must be utilized only for officially authorized and approved Rotary events and not for individual use.
3. The tent must be picked up by any approved borrower and likewise returned to WPRC, appropriately stored in its soft carry case and without any damage. The stake kit must also be returned, if borrowed, without any pieces missing and without damage.
4. The borrower must complete the application below, return it to WPRC no less than five (5) days before the event, and make arrangements for pickup.
5. The tent (and stake kit) must be returned to WPRC within five (5) days after use at an event and without any damages. If there is any damage, the borrower agrees to reimburse Whitnall Park Rotary Club up to a maximum of \$500 to repair/replace the damaged item(s). In all questions, the Rotary Four-Way Test is to be followed:
 - a. Is it the TRUTH?
 - b. Is it FAIR to all concerned?
 - c. Will it build GOOD WILL and BETTER FRIENDSHIPS?
 - d. Will it be BENEFICIAL to all concerned?

Application

Event Name: _____

Event Date: _____ Event Time: _____

Sponsor of Event (Club/District/Zone): _____

Contact/Coordinator Name: _____

Contact/Coordinator Telephone #: _____ Email: _____

I have read and agree to abide by the WPRC Rotary Tent Use Policy. This includes my responsibility for picking up and returning the tent (and stake kit, if applicable) in the condition received. I also understand that I and my organization are responsible for reimbursing WPRC for any damages that occur to the tent and its components, its carrying case, and the stake kit—adhering at all times to the Rotary Four-Way Test.

Signature: _____ Date: _____

___ Approved ___ Denied

WPRC Representative Authorizing Use: _____

Date of Approval or Denial: _____