

Guidelines for Using Tents

- All tents are available for use on a first-come, first-serve basis and can be reserved in advance by contacting a board member. A tent usage fee of \$10 is required prior to receiving the tents for setup. Tents are solely for the use of Whispering Willows residents within the subdivision. **No tent can be erected outside of the neighborhood!**
- Carefully follow the tent setup directions found inside the plastic protector. Seek the guidance of a board member if you don't understand how to erect the tent.
- **Secure every tent corner with two stakes. Use a sturdy hammer to pound the stake into the ground at an angle. A stake must be firmly wedged in the ground and be difficult to remove in order for it to function effectively. If some stakes are missing, purchase new stakes and rope. Never put up a tent without its 8 stakes. Leave the stakes attached to the rope when you disassemble the tent. Failure to correctly follow this procedure could result in damage to the tent.**
- As long as the tent and ground are dry, the tent is required to be taken down by **noon** of the next day and carefully packed inside the storage container. **If it is raining or the grass is wet, wait until conditions dry before disassembling the tent. The tent must be dry when it is packaged. Moisture left on the tarp will cause it to mold and deteriorate. Do not remove the guide ropes from the stakes, but clean off any remaining mud from the post bottoms.**
- If you noticed damage to the tarp or pipes, or damage occurred to them while in your possession, report this when you return the tent. Tears in the tarp and bent pipes must be repaired so that the tent is functional for the next user.

Tent sign out: White Gray [#1] [#2] Date _____

Board member Signature _____ Resident Signature _____

Tent Condition _____

Tent sign in: Date _____

Board member Signature _____ Resident Signature _____

Tent Condition _____