

PROCEDURE FOR MEMBERS TO CHECK OUT A CANOE STORED AT THE MARINA

1. Each member must have a signed Village of Shorewood Hills Canoe/Kayak Share Program Contract on file at the Village Hall before using the boats.
2. Call or stop in to the Village Hall to reserve a **boat** (or boats). Sign-up is possible up to two week in advance for up to a 4-hour period, and is first come, first serve. The reservation will be forfeited if the member is more than one hour late in picking up the key.
3. Pick up and sign out the keys from the Village Hall during office hours. Weekend usage will require members to pick up the keys by 4:00 on Friday (Children will not be allowed to pick up keys). Members will be given a numbered floatable key ring with a key to the padlocks and a key to the Boathouse/Quonset Hut.
4. At the **Marina:**
 - a. Look at the racks on the outside and lakeside of the Quonset Hut. The Canoe/Kayak Share boats are on racks # 7, 8, and 9 (See photo). These boats are yellow, silver, and green, and closest to the door. Use the key to unlock the padlock of the boat(s) that you have reserved.
 - b. Use the other key to enter the Quonset Hut. Walk to the far end of the building and find locker #4. The Canoe/Kayak Share Program's paddles and life jackets are inside locker #4. **Do not use other boaters' equipment.**
 - c. Find life jackets that fit properly. Life jacket usage is required of all boaters. It is the member's responsibility to make sure that there is a properly fitted life jacket (approved for canoeing and kayaking) available for every member of his or her party.
 - d. Find the appropriate paddles in the locker. All paddles are labeled "Shorewood Hills Canoe/Kayak Share Program."
 - e. **REMEMBER:** Lock the door to the Quonset Hut, the locker, and the padlock before going out to enjoy the lake. The law requires that boats be returned before sunset.
 - f. **REMEMBER:** When you are done, return all equipment to its proper place.
 - g. **REMEMBER:** Make sure the boats, locker and Quonset Hut are locked securely.
 - h. **REMEMBER:** Return the keys to the Village Hall or the Village Hall mailbox on the day of use. We have a limited number of keys. Members are required to report any missing or damaged property to the Village Hall.



The canoe/Kayak Share Program relies on respecting other equipment in the buildings. Last year non-owners used other's equipment. This jeopardizes the Canoe/Kayak Share Program. Please be respectful of other's equipment. Please report concerns to the Village Hall. Many Thanks, Dawn Daly, Chair of the Canoe/kayak Share Program