

# PROCEDURE FOR MEMBERS TO CHECK OUT A KAYAK STORED AT THE MCKENNA BOATHOUSE

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. Boat usage is for members and their accompanying guests only, not for people who store their boats at McKenna.
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 keys to the padlocks and to the Boathouse/Quonset Hut.
4. At the **McKenna Boathouse**: Use the key to open the garage type door. If you open the first door you will find a light switch to your right.



You can find the kayaks and paddles on the wall near the sink and the bathroom. Canoe-Kayak Share boats and paddles are labeled with green tape.

- The double kayak (light gray boat) and one of the single kayaks (yellow & white) are on rack #58.
- The other 2 single kayaks are the yellow and red Manitoba sport kayaks on rack #59.

Flotation bags are in kayak to help keep it afloat if it capsizes.

These 3 boats are the only boats in the Boathouse that members can use. **Do NOT use other boats or equipment in the boathouse**

5. There are 5 paddles labeled "Shorewood Hills Canoe/Kayak Share Program" on the wall towards the corner of the building. They have green tape on them to help you identify them. These are the paddles you should use.
6. The lifejackets will be found hanging on the wall to the right of the single kayaks or in the 4 kayaks. They are labeled. **Do NOT use other life jackets in the boathouse.** 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.
7. **REMEMBER:** Lock up the doors to the boathouse before going out to enjoy the lake. The law requires that boats be returned before sunset.
8. **REMEMBER:** When you are done, return boat(s) to their proper rack(s), and hang up paddles and life jackets in their proper spots.
9. **REMEMBER:** Turn off all lights, close all doors, and make sure the boathouse is locked securely.
10. **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