

Circle K-D Trailriders-Rules and Regulations

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1. Introduction

The purpose of this Rules and Regulations (R&R) document is to provide consistent guidelines for all members and participants at Circle K-D Trailriders. These rules help maintain a safe, fair, and organized environment for equine activities.

The R&R document will be reviewed annually by Officers and Directors prior to the first meeting of the year. At

that meeting, Officers and Directors may revise any part of the R&R (excluding the Circle K-D By-Laws).

A copy of the R&R will be available in the clubhouse and provided to all new members or renewing members who do not have a current copy upon completion of their membership registration.

2. Insurance Information

Insurance Company Name:

ARGONAUT INSURANCE COMPANY

ADMINISTRATIVE OFFICES:

225 W. WASHINGTON ST. 24TH FLOOR

CHICAGO, ILLINOIS 60606

POLICY NUMBER: ELP 2005356-00

NATIONAL EQUINE ADJUSTING, INC.

TOLL-FREE (800) 783-9418

LOCAL NUMBER (502) 875-3561

3. Membership Dues and Registration

- Membership dues are subject to change.
- Dues annually are \$40 per individual/\$80 per family if paid before April 1st.
 - On or after April 1st, dues are \$60 per Individual/\$100 per family.
- Non-Riding Members dues are \$15
- All members must complete a membership form each year.
 - Forms are available at the clubhouse or online at Circlekd.com
- Each member will be assigned to a director team for the year
- Members may use the Circle K-D grounds at any time; however, they are encouraged to coordinate with the President to avoid scheduling conflicts with other events/reservations.
- One free family membership is granted to the kitchen chairperson each year.

4. Membership Requirements

- Non riders are encouraged, but not required to obtain work credits.
- Each individual membership must earn 5 work credits
- Each family membership must earn 10 work credits.
 - Single adults with children under the age of 10 are required to pay for a family membership but will only be required to earn 5 work credits.
- Work Credits can be earned as follows:
 - Work a playnight: 1 work credit
 - Work half day of a show (4 or more consecutive hours): 1 work credit
 - Work a full day show (8 or more consecutive hours): 2 work credits
 - Work a cleanup: 1 work credit for every 4 hours worked
 - Work an NIO event: 1 work credit per 4 consecutive hours worked, maximum of 2 credits per day
 - Obtain a sponsor: Walk Level: 1 work credit, Trot Level: 2 work credits, Canter: 3 work credits
 - Grounds Maintenance: 1 work credit for every 4 hours worked
 - Serve as an Officer: 3 work credits
 - Serve as a Director: 1 work credit if attend 75% of meetings, 1 work credit per playnight directed
- Members who do not wish to complete work credits may purchase a:
 - Non-working individual membership for \$300

- Non-working family membership for \$600
- Anyone who does not complete the work requirement and wants to continue being a member in future years, will be charged an additional \$40 per work credit not completed the following year.
 - E.g.: An individual pays \$40, then only earns 1 work credit: the following year, their dues are \$200 due to \$40 base, plus \$160 for work credits owed.

5. Arena Rules and Conduct

● Unmounted Individuals

- No unauthorized, unmounted individual may be present in either arena at any time.
 - Authorized individuals include assigned event workers, approved photographers.
 - Unauthorized individuals include, but are not limited, to parents/relatives, trainers, friends, etc.
- All riders MUST BE MOUNTED AT ALL TIMES unless specifically required by a class
- No individual under the age of 16 may be unmounted in the warm up arena at any time for any reason

● Main Arena Rules and Etiquette

- During speed classes, only one horse at a time is allowed in the main arena unless it is a requirement of the class or an approved buddy horse.
- Horses and riders must enter and exit the arena through the gate connected to the warm-up arena.
- When riding in a group class, there must be at least one horse length (6-8 feet) in between horses
- Passing in the arenas:
 - You should always pass on the inside/towards the arena center of the horse you are passing.
 - Begin to pass when you are 6 to 8 feet behind the horse ahead of you.
 - Allow 6 to 8 feet between your horse and the horse you are passing.
 - Once at least 6 to 8 feet past the horse, you can move back to the rail.
- All participants must be prepared and ready for their class at the entry gate when called.
 - If a tack or horse change is required and will cause a delay, the contestant must notify the announcer or gate worker prior.
 - The gate will not be held for late riders.
- No lunging in the main arena at any time.

● Warm-Up Arena Rules and Etiquette

- Everyone must ride the same direction.
- Pass following the same distance guidelines as stated above in the main arena rules
- Walking riders should stay on the inside of the arena with trotting in the middle and cantering on the rail
- When socializing while mounted, please stand somewhere outside the warm-up arena away from pedestrians or along the south fence in the arena.
 - No riders shall stand in the middle of the warm-up arena.
- Leave a horse length between horses and do not crowd others.
- When waiting for a class, you may stand mounted along the fence in between the two arenas.
- Riders must not stop abruptly without first checking behind them.
- No lunging in the warm up arena if other horses are present.

- Lunging is allowed on the west side of the property space permitting.
- Handlers for lead line riders may assist in leading their rider through the warm up arena to and from the entry gate only
 - Handlers are not allowed to lead horses around the warm up arena, they are to warm up on the grass
- Hand walking of horses, with or without a rider, must be performed outside of the arena

6. Ground Rules

● Kitchen

- Members may run a “tab” and pay the entire “tab” at the end of the playnight or show. “Tabs” must be paid in full at the end of the playnight or show. They cannot be carried forward to the next week unless approved in advance by the kitchen supervisor.
- Guests cannot run a “tab” unless approved in advance by the kitchen supervisor.

● Traffic Control

- Horses
 - Only WALKING is allowed outside of the arenas.
 - Trotting and cantering is limited to the arenas.
 - Racing is not allowed anywhere on the grounds, except during designated speed events
 - No horses are allowed in the spectator areas or near the building entrances.
 - This area is directly in front of the two large doors by the building, near the picnic tables, and the area from the main arena entrance to the picnic table area.
- Vehicles
 - All motorized vehicles must keep to a speed below 10 mph while on the property.
 - Vehicles must be kept on the driveway and designated parking areas;
 - Parking areas include the area around the drive between the entrance and western edge of the area, and between the pedestrian areas and warm up arena entrance.
 - Passenger vehicles may not park in trailer parking areas.
 - Motorcycles allowed on the Circle K-D grounds under the following conditions:
 - They are restricted to the area south of the driveway and west of the arena
 - They must walk their bikes away from any horse or trailers before they start their motorcycles
 - They cannot sit idling while on the property.

● Building Rules

- No horses, dogs, or other animals are allowed in any building.
- The Equine Activity Liability Act must be posted inside and outside of the building.

● Other Ground Rules

- Each participant is responsible for cleaning up after themselves and their horses
 - Manure should be picked up and tossed over the fence line in any direction
- No standing, sitting or hanging on any arena fencing or gates.
- Dogs must be kept on a leash and under control at all times.
- No alcohol is allowed on the grounds.

- If an individual(s) are found to be disruptive or discourteous it is at the discretion of the Director, Officer or Show Chairperson to request that individual refrain or depart.

7. Safety

● Attire/Tack

- Boots or riding shoes with heels are required for all riders on the grounds.
- Saddles with appropriately sized stirrups for the rider are required for all riders unless a class specifies otherwise
- All riders under the age of 18 in Hunter Hack or Jumping Classes are required to wear a helmet.
- Helmets are recommended for all ages in all classes.
- Red ribbons must be placed in tail of horses who may kick out at other participants
- Horse Drawn Carts are not allowed

● Age Restrictions

- Rider ages are as of January 1st of the current year.
- All riders age 5 and under:
 - Will not be allowed in horsemanship or pleasure classes.
 - Must be led by a parent/guardian person (age 16 or over) on foot, if they wish to participate in Speed, Fun Classes, Lead Line, or Walk-Trot classes.

● Other Safety Rules

- Members must notify the announcer if they hear an approaching train.
 - The announcer will inform all riders over the loudspeaker of the approaching train and pause the class. Riders must keep their horse under control and are encouraged to dismount
- The show committee chairperson, judge, club officer or director may remove a rider or horse from a class at any time if they feel it is unsafe.
- Children cannot be left unattended.
 - Participants under the age of 18 are required to have a parent, legal guardian, or designated adult listed on their membership form present at all activities.
- Circle K-D or its members are not responsible for any accident, injury or loss of or damage to property concerning person or horse under the Equine Activity Liability Act.
- Riders ride at their own risk.
- Circle K-D is not responsible for accidents or theft to people or vehicles.
- All Circle K-D rules must be provided and followed.

8. Emergency Procedures

● Determination on Calling an Ambulance

- If a rider under the age of 18 is down, conscious, and may require an ambulance, the parent or legal guardian must determine whether or not an ambulance is to be called.
- If a rider age 18 or older is down, conscious, and may require an ambulance, the rider may determine whether or not an ambulance is called.
- If a rider of any age is down and unconscious, an ambulance will be called immediately.

● Procedure for Calling an Ambulance

- The current Playnight Director or Show Chairperson alone or consulting with a medically credentialed club member may determine whether an ambulance is called.

- The current Play night Director or Show Chairperson will contact emergency services with the age, state of consciousness, and rider's overall condition.
- The caller must request the emergency vehicle/ambulance not turn on their sirens in order to keep horses in control.

- **Other Emergency Protocols**

- Riders may be directed to move to the opposite area during an emergency
- Riders and horses should remain in the designated arena until after the emergency services have left the grounds.
- The announcer will keep all riders and spectators informed of the situation.
- All riders and spectators (with the exception of parents or guardians of an injured minor) must stay away from the person requiring medical attention.
- The Playnight Director or Show Chairperson has the authority to cancel or combine specific classes if emergency services are called.

9. Equine Requirements and Regulations

- **Negative Coggins**

- All horses on the Circle K-D grounds MUST be accompanied by a current negative test for Equine Infectious Anemia/E.I.A. (Coggins/ELISA), which has been conducted within one year. Members must show the current Coggins at the beginning of the year at the entry booth. Owner's names and horse names are recorded when a negative Coggins is presented at the entry booth

- **Out of Control Horses**

- Any bucking, rearing, disruptive, or otherwise out of control horse may be disqualified from classes and/or may be asked to leave the grounds by a joint decision of 2 officers, directors, or chairpersons.

- **Lame Horses**

- If a horse is found to be painfully lame it is at the discretion of the Director, Officer or Show Chairperson to request that the horse be excused from class.

- **Stallions**

- No Stallions are allowed on the grounds.

10. Raffle

- The Playnight Director or Show Chairperson may assign a member(s) over the age of 18 to sell raffle tickets.
- The cost of raffle tickets is 1 ticket for \$1.00, 6 tickets for \$5.00 or an arm's length for \$10.00.
- The winner must be present to win.
- The Playnight Director or Show Chairperson gives 50% of the money to the Treasurer which is identified as 50/50 raffle funds.
- The Playnight Director or Show Chairperson reserves the right to cancel or forgo the raffle if deemed appropriate by attendance.

11. Entry Booth Worker

- The Show Chairperson/Playnight Director will assign at least one member over the age of 18 to staff the entry booth for the entire show or playnight.
- The entry booth worker should arrive at least one hour prior to the start of the show or playnight.
- The worker assists in instructing riders on how to fill out appropriate forms, collects payment, distributes numbers if needed, provides information on classes, and sells Circle K-D apparel.

- The entry booths worker must ask for and document proof of Negative Coggins Paperwork for all new horses on the ground.
 - Out of state horses must be accompanied by a current health certificate
- The entry booth personnel must advise all guests to review and familiarize themselves with the posted Circle K-D rules and regulations.
- Entry booth personnel will provide new members a membership form to complete and a copy of the rules and regulations.
- The entry booth personnel will collect new member fees and forms.
- The entry booth personnel will ensure that the club Treasurer receives the new member fee and the Secretary receives the membership form.
- The Show Chairperson/Playnight Director will collect the funds from the entry booth worker and provide these to the treasurer with an explanation of what they are for.
- The Show Chairperson will collect the entry forms from the entry booth worker and provide these to the secretary for archiving purposes.

12. Playnight Rules

- **Membership Entry Fees**
 - There are no entry fees for Circle K-D members at Playnights.
- **Guest Fees and Rules**
 - Guest members may pay to ride in two Thursday Playnights, and all four Friday playnights.
 - Guest membership fees are not applied to the membership dues if the guest member decides to join, except for the night of.
 - Guest members who pay the \$10 fee, and join that same night may apply the \$10 fee paid toward their membership.
 - Guest members must be provided Circle K-D rules and regulations at the entry booth.
 - Guest members who ride in playnight classes must complete a guest membership form with their name and address, which states that they understand the Illinois Equine Activity Liability Act and all Circle K-D rules and regulations.
- **Refunds, Cancellations and Bad Weather Procedures**
 - It is the Director of the current Playnight's responsibility to monitor the weather and if it becomes unsuitable, determine whether to cancel the remainder of the Playnight.
 - In case of near lightning, the Playnight will be immediately stopped, and not resume until at least 30 minutes have passed with no lightning or thunder.
 - If the playnight is cancelled or specific classes are combined due to unsuitable weather conditions or calling emergency services before the guest member has had time to participate in an event, fees will be refunded. For all other situations fees are NOT refundable.
 - The Director of the current Playnight is responsible for making sure the grounds are safe and suitable. If they are unable to check the grounds personally, they must contact another member to make this evaluation for them.
 - If the grounds are too wet or otherwise unsuitable or if the weather is undesirable, the Playnight Director can cancel the playnight.
 - The final decision must be made by 4 pm day of
 - Cancelled playnight information will be distributed via Facebook Event Updates and membership emails.
 - The Director should contact their workers regarding the cancellation

- **Playnight Age Groups**
 - Rider ages are as of January 1st of the current year.
 - Junior Junior: Ages 12 years and younger
 - There is no peewee age division at playnights
 - Junior: Ages 13-18 years
 - Senior: Ages 19-30 years
 - Senior: Senior Ages 31 years and older
- **Attire**
 - Casual attire is allowed.
 - Boots or shoes with heels are required
 - Riders without proper footwear will be asked to dismount and not allowed to participate
- **Speed Classes**
 - Saddles are required, western saddles are highly recommended.
 - Announced times are final.
 - Riding more than 1 horse speed events is up to the discretion of the Playnight Director, time permitting.
- **Class Placing and Points Accumulations**
 - Classes are placed in first through sixth place.
 - Points are only recorded for Circle K-D members.
 - At the end of each playnight, the director in charge of the playnight is responsible for providing the placing sheets to the Points Chairperson, who records the points each week.
 - Awards are provided based on accumulated points at Thursday playnights in June through August in each class category and age group at the year-end banquet.
- **Gaited Horses**
 - Gaited horses have a different step and when entered in classes, are to be judged according to their gait. They are not to be penalized for such things as a running walk or the way they carry their head, etc.
- **Practice Entries**
 - Riders may enter classes strictly for the purpose of practice/audit if time permits
 - Guest fees are still required even if auditing a class
 - This horse and rider must be marked as an audit only on the signup sheet and it is to be announced as such at the beginning of the class
 - No points are accumulated for practice entries
- **Other Rules**
 - Class sizes of 20 or more will be split.
 - A class size of 5 or less may be combined or asked to utilize only half of the arena.
 - Members and guest members must wear a number if requested and must be signed up for the class or they will be excused from the arena

13. Director's Playnight Responsibilities

- **Preparation/Assignments**

- Playnight Directors are responsible for assigning the following roles:
 - Entry Booth Worker (Aged 18 or older)
 - Flag Presenter (no work credit received)
 - Announcer
 - Gate Worker (Aged 16 or older)
 - Judge
 - Grounds Crew
 - Manure Scooper
 - Kitchen Staff
- The Playnight Director is responsible for making sure contestant numbers, pins, class sign-up sheets, and copies of Rules & Regulations are available in the entry booth.

- **Playnight Classes**

- The Playnight Director chooses 2 speed classes and 1 fun class.
- Smaller pleasure/horsemanship age group classes may be combined for time with placings awarded 1-6 for each age group
- Classes are run in the following order:
 1. Walk Trot
 2. Lead Line
 - 3-6. Jr. Jr. thru Sr. Sr. Pleasure
 - 7-10. Jr. Jr. thru Sr. Sr. Horsemanship
 - 11-14. Jr. Jr. thru Sr. Sr. Speed #1
 - 15-18. Jr. thru Sr. Sr. Speed #2
 20. All Ages Fun Class

- **Cancelling Playnight**

- See Refunds, Cancellations and Bad Weather Procedures under Section 12. Playnight Rules

- **Arrival/Opening Up**

- The Playnight Director must arrive to unlock the gate at least 60 minutes prior to playnight start time.
- The Playnight Director is responsible for unlocking the building, turning on the water on the east wall, and turning on the electricity/lights in the clubhouse.
- When needed, the Playnight Director will turn on the arena lights which are located on the west side of the arena. (Do not turn off main switch, only turn on or off the three labeled switches for the arena)

- **Closing Up**

- The Director or their assigned worker must clean up including sweeping the clubhouse, removing the garbage, closing the announcer's booth, closing any opened windows, and ensuring the bathrooms are clean with all necessary supplies (toilet paper, paper towels, soap, etc) on hand.
- The Director must shut the arena gates and turn off the arena lights.
- The Director must shut off the water and electricity prior to locking the building and property gates

- **Funds and Forms Collected**

- The Playnight Director will ensure the funds from the entry booth are provided to the Treasurer with an explanation of what they were collected for.
- The Playnight Director will ensure that the new membership forms and guest membership forms are turned in to the secretary.
- The Playnight Director will ensure the list of guest members and Negative Coggins List at the entry booth is updated
- The Playnight Director is responsible for providing the placing sheets to the Points Chairperson, who records the points each week.

- **Emergency Procedures**

- See Section 7. Emergency Procedures

14. Show Rules

- **Entry Fees and Forms**

- \$5.00 secretary fee per rider (Circle K-D Members)
- \$10.00 secretary fee per rider (Non-Circle K-D Members)
- \$5.00 per class fee (per horse/rider combination) OR \$40.00 all day individual fee (per horse/rider combination)
- \$10.00 per OPEN PAYBACK speed classes* (NOT included in all day fee)
- Entry forms, class fees, and “all day fee” are based per horse/rider combination.
 - Riders with a second horse must complete a second form and pay the associated fees
- Riders will not be added to a class sheet until the fees are paid.
- A deposit in the form of a signed blank check may be left if a rider is unsure of how many classes they will be participating in
 - At the shows end, classes are totaled, and the check is finalized
- Riders can add classes if done prior to the class being called
- A rider may withdraw from a class prior to its start by crossing their name off the sign up sheet or notify the entry booth staff if the sheet is not present
- No refunds will be issued for withdrawn classes.
- A parent or guardian must accompany and sign for a minor.
- All information provided must be ACCURATE and LEGIBLE

- **Show Age Groups**

- Rider ages are as of January 1st of the current year.
- Peewee: Ages 8 years and younger
- Junior Junior: Ages 9 - 12 years
- Junior: Ages 13-18 years
- Senior: Ages 19-30 years
- Senior Senior: Ages 31 years and older

- **Attire**

- Boots or shoes with heels are required
 - Riders without proper footwear will be asked to dismount and not allowed to participate
- Casual attire is allowed for most shows except the formal show

- **Formal Show Required Attire**
 - Formal attire as dictated by class type for pleasure classes
 - Collared shirts are required for speed classes
 - Circle K-D apparel may be worn in place of any formal attire
- **Speed Classes**
 - Saddles are required, western saddles are highly recommended.
 - Announced times are final.
 - Riding more than 1 horse speed events is up to the discretion of the Show Chairperson
- **Refunds, Cancellations, Rain Dates and Bad Weather Conditions**
 - It is the Show Chairperson's responsibility to monitor the weather and grounds conditions
 - If the grounds or weather are unsuitable for safe riding prior to show start, the Show Chairperson is responsible for:
 - Contacting workers and members regarding the cancellation
 - Post the cancellation immediately for the public and advertise the pre-determined rain date.
 - The Showperson is responsible for monitoring the weather and if it becomes unsuitable, determine whether to cancel the remainder of the show.
 - In case of near lightning, the show will be immediately stopped, and not resume until at least 30 minutes have passed with no lightning or thunder.
 - If the show is cancelled before 50% of the classes are completed, the show guests may receive a partial refund of their fees. If 50% or more of the classes have been completed, the fees will not be refunded.
 - No refunds for withdrawing out of specific classes if you paid the "all day" fee.
 - If a contestant is injured before 50% of the show classes are completed, the rider may be eligible for a refund of the "all day" fee.
 - If refunds are required due to show cancellation or contestant injury, they will be distributed on-site. Refunds will not be given to participants who are not present.
 - The Show Chairperson has the authority to cancel or combine specific classes
 - Updated show information and grounds condition will be available via our Facebook page and emailed out to all members
 - Riders can call the show chairpersons who are listed on the showbill for information
- **Other Show Rules**
 - The Show Chairperson or show committee has the final decision on any changes or disputes.
 - The shows are designed to be fun, reasonably priced and to teach or school the horse and/or rider.
 - Class sizes of 20 or more may be split.
 - The winners of the two classes may be asked to compete for final placing.
 - Horses need not be clipped, braided, or bathed.
 - Photos may be taken which may be used on our website, Facebook or other publicity efforts to promote our club.
 - Lead Line
 - Judging will be based on the rider's ability to control and steer the horses themselves.
 - The lead person must be at least 16 years of age and is there for safety in case a horse gets out of control.

- Show Series Belt Buckle
 - The age divisions are Peewee, Junior Junior, Junior, Senior, and Senior Senior Highpoint
 - Three classes are chosen from each of the six shows to count for points towards the year-end highpoints.
 - The selected classes are listed on the showbills
 - There are speed, pleasure, and fun classes chosen so that we calculate the best all-around horses.
 - Riders must compete in a minimum of any 4 shows to be eligible.
 - Buckles will be presented to the winners in November after the season is over.

15. Show Chairperson's Responsibilities

● Planning the Show

- The Show Chairperson is responsible for creating and getting approval on the show bill
 - The show bill must contain date, time, classes, Coggins Required, Equine Liability Act, and that all Circle K-D rules and regulations must be followed.
 - Showbills are to be posted at tack shops, feed shops, stables and pet stores. Show bills must be posted on the Circle K-D web site and Facebook page.
- Obtain show sponsors to assist with funding the show. This task must be done during February and March in order to have sponsors shown on the show bills. Signs thanking our show sponsors are to be made and displayed at the grounds during the show.
- Supply the announcer with written scripts thanking our sponsors.
- Make a money change box and obtain the money to make change.
- Obtain and Assign Workers to the Following Positions
 - Entry Booth Worker (Aged 18 or older)
 - Flag Presenter (no work credit received)
 - Announcer
 - Gate Worker (Aged 16 or older)
 - Grounds Crew
 - Manure Scooper
 - Kitchen Staff
 - Ribbons Table Worker
 - Judge - If Needed
 - The amount paid needs to be approved by the board prior.
 - Raffle Ticket Seller (18 Years +) - If Needed

● Cancelling Playnight

- See Refunds, Cancellations and Bad Weather Procedures under Section 14. Shows

● Arrival/Opening Up

- The Show Chairperson must arrive 30 minutes prior to gates opening to the public
- The Show Chairperson is responsible for unlocking the building, turning on the water on the east wall, and turning on the electricity/lights in the clubhouse.
- When needed, the Show Chairperson will turn on the arena lights which are located on the west side of the arena. (Do not turn off main switch, only turn on or off the three labeled switches for the arena)
- Make a cash change box and obtain the money to make change.

- **Duties During the Show**
 - Create the necessary forms (High Point worksheet) to keep track of high point awards.
 - Create pay back class envelopes and distribute them.
 - Make sure all contestant numbers, pins, calculator, registration forms, and Rules & Regulations are available in the entry booth.
 - Watch, supervise and react to issues as they arise.
- **Closing Up**
 - The Show Chairperson or their assigned worker must clean up including sweeping the clubhouse, removing the garbage, closing the announcer's booth, closing any opened windows, and ensuring the bathrooms are clean with all necessary supplies (toilet paper, paper towels, soap, etc) on hand.
 - The Show Chairperson must shut the arena gates and turn off the arena lights.
 - The Show Chairperson must shut off the water and electricity prior to locking the building and property gates
- **Funds and Forms Collected**
 - The Show Chairperson will collect the funds from the entry booth and provide these to the Treasurer with an explanation of what they were collected for.
 - The Show Chairperson will provide the new membership forms to the secretary.
 - The Show Chairperson will collect the funds from the 50/50 raffle if performed and provide these to the Treasurer.
 - The Show Chairperson is responsible for collecting the entry and placing sheets and providing them to the secretary for record keeping.
- **Emergency Procedures**
 - See Section 7. Emergency Procedures

16. Rental of Grounds

- Circle KD grounds are for use by Circle KD Members only, unless written approval of the Board of Directors and the President is obtained. In the event of approval for a grounds rental, the following rules will apply.
- All grounds rentals must be managed by a Circle KD member over 18 years of age.
- A signed grounds rental agreement and any required deposit (if required) must be received prior to each event.
- The signed rental agreement must be accompanied by proof of insurance for each event which lists Circle KD as additionally insured.
- All Circle K-D Rules and Regulations must be followed.

17. Equipment Loan

- Circle KD Equipment may be loaned out to either members or outside parties if approved by a majority vote of that year's officers and directors.
- Loan Agreement Paperwork must be completed prior to equipment usage or removal from property
- Shows and Playnights have priority over equipment usage