



Happy Trails Table & Chair Rental Policy

Residents at Happy Trails have two options for renting tables & chairs.

OPTION 1: Tables and/or Chairs can be reserved in Activities. **A deposit of \$25 (preferably cash) is required per category.** The resident is responsible for picking up the tables and chairs and returning them. The deposit will be given back once the tables and/or chairs have been returned.

TABLES

- Oblong tables can **ONLY** be borrowed from the **Performing Arts Center**. Round tables **CANNOT** be borrowed.
- **EXCEPTION:** Tables are not allowed to be borrowed the Thursday before Vendor's Day (1st Friday of each month)

CHAIRS

- Chairs can **ONLY** be borrowed from **NC1, NC2 or the Chaparral Room**.
- A minimum of 25 chairs **MUST** be left in the Chaparral Room.
- Chairs **CANNOT** be borrowed from the Performing Arts Center.
- A volunteer in Activities will confirm with Room Reservations that chairs will be available from these rooms on the requested date.

OPTION 2: Tables and/or chairs can be delivered and picked up after hours by Maintenance for a fee. The resident should complete a "Work Order" for Maintenance at the Front Desk in the Library. Maintenance will call the resident to line up when and where to deliver the tables and/or chairs and arrange payment for the same.

FEE SCHEDULE

- Up to 12 tables and 96 chairs = \$35 per hour per person (minimum 1 hour)
- Over 12 tables = \$50 per hour per person (minimum 1 hour)