To install a tent on the premises for Saturday and Sunday religious and religious activities.

### APPLICATION SUMMARY:
The applicant is requesting final site plan approval per section 6-13(d) of the Building Zone Regulations to install a 40’ x 40’ tent, for more than 14-days, to be used for religious services on Saturdays, and religious school on Sundays on a 5,909 sq. ft. property located at 6 Lincoln Avenue, in the CGB Zone.

### ISSUES/RECOMMENDATIONS:
1. The length of time this tent would be erected has not been noted in the application. Per Sec. 6-5(a)(50) “Temporary Structure shall mean a structure which by its type and materials of construction is erected to remain for not more than six (6) months in any year. Such structures shall include tents, air supported structures, fabric shelters, portable bandstands, bleachers not erected in conjunction with athletic fields, reviewing stands, or other structures of a similar character.” If the subject structure is planned to be installed from more than six (6) months, than it would appear that the subject tent could not be considered, “Temporary” and therefore subject zoning requirements such as, Gross Floor Area Setbacks, setbacks, height, etc. The applicant should indicate if this is a one time or annual event. If annual, Staff recommends that, if approved, the Commission approves a set number of weeks and/or events permitted during a 6-month period rather than fixed dates. This could then be renewed annually by Staff, Zoning Enforcement and the Building Department. Staff would also recommend, if approved, that the Commission notes the size of the tent as a maximum sq. ft. permitted to permit the Applicant to install smaller tents if needed during the six-month approval period.

2. The proposed activities appear to take up existing parking and one designated ADA space. Location of the ADA space, as required by Building Code, should be presented;

3. The existing site plans approval for the subject site, has a staggered drop of and pick up scheduled, as well as a condition that four staff members will carpool in two vehicles. The applicant should indicate what, if any conditions of the site plan approval, may be modified by the proposed tent installation.

### ZONING:
The subject tent appears to be a proposed temporary structure to host religious services on Saturdays, and religious school on Sundays. The applicant has not expressed the length of time intended for this tent. Staff notes that in to be installed for longer that 6-months, the subject tent would need to meet the requisite zoning requirements; gross floor area, setbacks, building height, lot and building coverage. If the applicant intends to make this an annual event, staff recommends that the Commission notes the approves a set number of weeks and/or events permitted during a 6-month period rather than fixed dates. This could then be renewed annually by Staff, Zoning Enforcement and the Building Department, if the conditions of approval
continued to be met. The proposed action would occupy up to 5 parking spaces, one of which is an ADA space. If the ADA space is required by building code, an alternate location needs to be provided and shown. The Commission will need to determine if the parking lost by the temporary structure is being adequately addressed by the applicant. The applicant is proposing to use the parking area at the adjacent parcel at 75 Mason St. and would limit other activities on Saturday and Sundays, to accommodate religious services and education activities on those days of the week.

**BACKGROUND:**
Subject site is approved for an office, and childcare center for up to 16 children, ages 3 and under, with up to four (4) staff (PLPZ 2017 000334). That decision notes several operational requirements for the site as follows:

- Second floor and attic to remain an apartment.
- 1 staff per every four children (as required by the State Health) and limited to 16 3 year olds and younger. Four staff required.
- Staggered schedule for drop off and pick-up
- Playground at 75 Mason St. to be used in cooperation with the Childcare use at 75 Mason St. Stagger schedule to be used.
- Childcare use to be used and operated by Chabad and no other entities.

**APPLICABLE REGULATIONS:**
Sections 6-13 through 6-15, 6-104.1, and 6-205
August 15, 2017

Thomas J. Heagney, Esquire
Heagney, Lennon & Slane, LLP
248 Greenwich Avenue
Greenwich, CT 06830

RE: Application of Thomas J. Heagney, Esq., authorized agent, for BR & GK Real Estate, LLC record owners, for a final site plan, PLPZ 201700334, to convert an existing office space on the first floor of the building into a child care center for sixteen (16) children, ages three (3) and under, and four (4) staff, to be operated by Chabad Lubavitch of Greenwich, and build a new exterior staircase to the first floor, and reconfigure the existing rear staircase on a 5,909 sq. ft. property located at 6 Lincoln Avenue in the CGB zone per Sections 6-13 through 6-15, 6-104.1, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations.

Dear Mr. Heagney:

The Planning and Zoning Commission, at a public meeting held on August 1, 2017, considered the above referenced applications and took the following action:

Upon a motion made by Ms. Alban and seconded by Mr. Fox, the following resolution was adopted unanimously 5-0 (Voting in favor on this item: Maitland, Alban, Fox, Levy and Macri).

WHEREAS the Commission held a public meeting on August 1, 2017 and took all testimony required by law; and

WHEREAS the applicant requested final site plan and special permit approval, pursuant to Sections 6-13 - 6-15, 6-104.1, 6-158 and 6-205 of the Building Zone Regulations, to convert an office use to a child care center for 16 children; and

WHEREAS the site is currently improved with a three story structure and the assessor’s records show that this structure has a gross area of approximately 2354 square feet; and
WHEREAS the applicant indicated that the proposed child care center will occupy approximately 230 square feet of the first floor and the Commission has asked for clarification of the area of uses on each of the floors; and

WHEREAS modifications will be made to the first floor to add an ADA compliant bathroom to accommodate the child care center use; and

WHEREAS the exterior alterations include addition of a one story staircase and reconfiguring an existing two story staircase; and

WHEREAS the applicant notes that the use of the basement of the building will remain as-is (storage); and

WHEREAS the second floor and attic will remain an apartment that is to be occupied by staff of Chabad Lubavitch of Greenwich; and

WHEREAS the applicant has noted that the State requires one (1) staff per four students, and the child care center program will have four (4) staff members to accommodate the sixteen (16) students; and

WHEREAS the applicant stated that the four staff members will carpool in two cars; and

WHEREAS five (5) parking spaces will be provided on site; and

WHEREAS the applicant has not provided a “drop off area” as the children in this school are less than three (3) years old and parents will park and bring their children into the center; and

WHEREAS the program will operate on a staggered schedule for both drop off and pick up times; and

WHEREAS the Commission finds that the drop off plan should be clarified and enforced in full on site; and

WHEREAS the playground located at the child care center next door at 75 Mason Street, owned by Chabad Lubavitch of Greenwich, will be used on a staggered schedule; and

WHEREAS the applicant indicated that the State Health Department application is being reviewed as a “change to an existing facility” because the Chabad child care center currently operating at the YMCA is moving to the 6 Lincoln Avenue location; and

WHEREAS documentation of approval from the State Health Department for the child care center shall be submitted prior to Certificate of Occupancy; and

WHEREAS the child care center use shall be that of Chabad only, not outsourced to other institutions or owners; and

WHEREAS the Commission notes comments were received from Sewer dated 7/25/17 and the Zoning Enforcement Officer dated 7/19/2017.
THEREFORE BE IT RESOLVED that application of Thomas J. Heagney, Esq., authorized agent, for BR & GK Real Estate, LLC, record owners, for a final site plan, PLPZ 201700334, to convert an existing office space on the first floor of the building into a preschool for sixteen (16) children, ages three (3) and under, and four (4) staff, to be operated by Chabad Lubavitch of Greenwich, build a new exterior staircase to the first floor, and reconfigure the existing rear staircase on a 5,909 sq. ft. property located at 6 Lincoln Avenue in the CGB zone per Sections 6-13 though 6-15, 6-104.1, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations, as shown on a site plan prepared by Frangione Engineering LLC, last revised 6/20/2017 and an architectural plans prepared by Granoff Architects dated 6/29/2017 is hereby approved with modifications.

Prior to any activity on site or Zoning Permit issuance, the applicant shall make an appointment with Planning and Zoning staff to submit documentation to address the Commission’s decision. This submittal shall include a) four (4) sets of site development plans, b) three (3) sets of architectural plans consisting of floor plans, building elevations, and building sections, and any other pertinent documentation necessary to address the Commission’s decision including the following:

1. Confirmation of square footage of proposed child care center on first floor.
2. Compliance with Sewer comments dated 7/25/17.
3. Confirmation of final ARC decision and any plan revisions required.
4. FAR to be confirmed by the Zoning Enforcement Officer.
5. State Health approval required prior to C.O.

In accordance with Section 6-14.1 (e) of the Building Zone Regulations of the Town of Greenwich and Section 8-3 (j) of the Connecticut General Statutes, failure to complete all approved work under this approval within five years of the August 1, 2017 date of approval will result in expiration of the approval. The Commission may grant one or more extensions of time to complete work not to exceed ten years from the date of approval.

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on August 1, 2017.

Sincerely,

[Signature]

Marisa Anastasio, Planner II
ZONING ENFORCEMENT

Project No.       PLPZ20220009       Preliminary       Final       X

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED:  Chabad Lubovitch

LOCATION:  6 Lincoln Avenue

PLAN DATE:

ZONE:  CGB

☐ Ok for Zoning Permit Sign-off with the following revisions:

☐ Resubmit the following prior to Site Plan/ Subdivision approval:

☒ The subject site plan/subdivision meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Reviewed by:  Jodi Couture    Date:  1/25/2022

Note:  These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
PERMIT-NEED QUESTIONNAIRE

This form is NOT an IWWA Application

Project Address: 6 Lincoln Avenue, Greenwich, CT 06830  
Property Owner: Chabad Lubavitch of Greenwich  
Contact information – Email or Cell Phone: ____________________________  
Authorized Agent: Heagney, Lennon & Slane, LLP  
Contact information – Email or Cell Phone: Thomas J. Heagney (203) 661-8400  

Has there ever been an IWWA application for this site?  YES ☐ NO ☑  
Appl. # ____________________________  

ACTIVITY: [Check one]  
Addition ☐  Demolition ☐  Pool ☐  Site Work/Landscaping ☐  
New residence ☐  Tennis Court ☐  Garage ☐  Temporary Tent ☐  
Septic ☐  Generator ☐  Other (specify) ☐  

IWWA staff will review the project proposal to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. If an IWWA permit is required, the appropriate permit application packet will be provided.  

Do not apply for a Building Permit until this review is complete.  

No work may begin until an IWWA permit is issued and/or the “Building Permit Application Sign-Off Sheet” has been signed.  

The issuance of a building permit alone does not constitute an authorization to proceed.  

As the property owner ☐ or, authorized agent ☐ [check one] I believe the information I have submitted is correct.  
Signature ___________________________________________ Date 01/13/2022

STAFF NOTES

Office Rev Date 01/13/2022  Field Inv Date 01/13/2022  WET/WC? YES ☐ NO ☑ TIDAL ☐  
Action Required? YES ☐ NO ☐ If yes, DR ☐ AA ☐ AR ☐ SIA ☐ Staff Doreen Carroll-Andrews  
Soils Report Date _____/_____/_____ Author _______________________  
Comments: No wetlands or watercourses. No IWWA permit required

TOWN OF GREENWICH  
Inland Wetlands & Watercourse Agency ~ 203-622-7736 ~ Fax. 203-622-7764

TOWN OF GREENWICH  
Inland Wetlands & Watercourse Agency ~ 203-622-7736 ~ Fax. 203-622-7764

IWWA Questionnaire Revised 3/24/2020
Declaratory Ruling
(To be filled out only when directed to by IWWA staff)

There is a $30 fee for Declaratory Ruling

1. Purpose and description of proposed activity:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

2. Present use of property in area of proposed activity: ___________________________________________

3. Distance of closest disturbance to Wetlands/Watercourses: _______________________________________

4. Site acreage: ___________ Wetland acreage: ___________ Linear feet of watercourse: ____________

5. Submit one (1) copy of the following information:
   a. ___ Site plan showing:
      i. ___ existing and proposed features, with detail and accuracy sufficient to understand full scope of
         proposed work.
      ii. ___ the location of any wetlands or watercourses and the upland review area for each.
   b. ___ Written consent of owner to the proposed activity, if the applicant is not the property owner.

By signing this application, the applicant or his/her agent certifies that he is familiar with the information provided in
this application and is aware of the penalties for obtaining a permit or ruling through deception or by submission of
inaccurate or misleading information.

By signing this application, permission is hereby given to conduct necessary and proper inspection of the subject
property by the Agency members and designated agents of the Agency, at reasonable times, both before and after a
final decision has been rendered.

Owner’s Signature: _________________________________ DATE: ____________

Agent’s Signature: _________________________________ DATE: ____________
(When applicant is not owner, owner’s authorization is required)

By signing this form, the IWWA Authorized Agent acknowledges a regulated activity is proposed within an upland
review area. However, the activity is so minor as to have no potential effect on the wetland or watercourse. The
activity is therefore authorized.

IWWA Authorized Agent’s Signature: _________________________________ DATE: ____________
Site Plan Application

Property Address: 6 Lincoln Avenue, Greenwich, CT 06830
Tax ID: 01-4551/S
Property Owner: Chabad Lubavitch of Greenwich
Address: 75 Mason Street, Greenwich, CT 06830
Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________
Applicant: Chabad Lubavitch of Greenwich
Address: 75 Mason Street, Greenwich, CT 06830
Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________
Authorized Agent: Heagney, Lennon & Slane, LLP
Address: 31 East Elm Street, Greenwich, CT 06830
Email: THeagney@hlsctlaw.com
Cell Phone: ___________________________ Other Phone: (203) 661-8400

Select One: ☑ Pre-Application ☑ Final
Zone(s): CGB
Lot Area: 5,909 sf

Please select all relevant items below:

☐ Special Permit – Complete special permit application form
☐ Coastal Overlay Zone
☐ Property is within 500 feet of a Municipal Boundary of ________________ (for notification)
☐ Amendment to Building Zone Regulations – Section(s) ________________
☐ Amendment to Building Zone Map – Zone(s) affected ________________
☐ Health Department review needed
☐ Sewer Department review needed
☐ Architectural Review Committee Application attached or Review needed
☐ Planning & Zoning Board of Appeals review needed
☐ Inland Wetlands and Watercourses Agency Review / Approval Required
☐ Scenic Road Designation

To be completed by P&Z staff only:
Check # ___________________________ Check Amount: $ ___________
Application # ___________________________ pzSitePlanApp 2020
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pzSitePlanApp 2020
TOWN OF GREENWICH
Town Hall – 101 Field Point Road – Greenwich, CT 06830
Planning & Zoning Department – 203-622-7894 – Fax.203-622-3795

Application Signature Page

Property Address: 6 Lincoln Avenue, Greenwich, CT 06830
Tax ID: 01-4551/S

Property Owner 1: Chabad Lubavitch of Greenwich Address: 75 Mason Street, Greenwich, CT 06830
Email: 
Cell Phone: 
Other Phone: 
Signature: 
Date:

Property Owner 2: 
Address: 
Email: 
Cell Phone: 
Other Phone: 
Signature: 
Date:

Property Owner 3: 
Address: 
Email: 
Cell Phone: 
Other Phone: 
Signature: 
Date:

Property Owner 4: 
Address: 
Email: 
Cell Phone: 
Other Phone: 
Signature: 
Date:

Applicant: Chabad Lubavitch of Greenwich Address: 75 Mason Street, Greenwich, CT 06830
Email: 
Cell Phone: 
Other Phone: 
Signature: 
Date:

Authorized Agent: Heagney, Lennon & Slane, LLP Address: 31 East Elm Street, Greenwich, CT 06830
Email: Theagney@hlsctlaw.com Cell Phone: 
Other Phone: (203) 661-8400
Signature: 
Date: 1/8/22

pzSignaturePage 2020
NARRATIVE

Chabad Lubavitch of Greenwich proposes to install a 40 x 40' tent on the rear portion of the property at 6 Lincoln Avenue. The tent would be used for outdoor services on Saturdays and for Hebrew school on Sundays. It's anticipated that approximately 25 people would attend the Saturday services and 15 to 20 children would use the tent as part of Hebrew school on Sundays.

Chabad Lubavitch of Greenwich would intend to utilize the tent during the pandemic while indoor gatherings and services would be limited.

Parking for those driving to services would be accommodated at the parking lot at 75 Mason Street. No other activities will be occurring during the time the Saturday services and Sunday Hebrew school will be conducted.

Respectfully Submitted,

Thomas J. Heagney
Dated: January 13, 2022
June 19, 2017

Planning and Zoning Board of Appeals
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

Planning and Zoning Commission
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

Architectural Review Committee
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830

RE: 6 Lincoln Avenue, Greenwich, Connecticut

To Whom It May Concern:

I hereby authorize Heagney, Lennon & Slane, LLP to act as my agent to appear before the Town of Greenwich Planning and Zoning Board of Appeals, Planning and Zoning Commission, or any other Town Municipal Board in connection with the filing of applications on the above captioned property.

Chabad Lubavitch of Greenwich, Inc.

By: [Signature]
Yosef Deren, President
Applicant
TOWN OF GREENWICH

AFFIDAVIT OF NOTIFICATION OF SITE PLAN APPLICATION
FOR TEMPORARY TENT TO
PLANNING AND ZONING COMMISSION

STATE OF CONNECTICUT )
) ss: Greenwich
COUNTY OF FAIRFIELD )

I, THOMAS J. HEAGNEY, being first duly sworn, do hereby certify that on January 13, 2022, I caused to be mailed, postage prepaid, evidenced by certificate of mailing, to those persons whose names are set forth on Exhibit A attached hereto, a copy of the notice Exhibit B. Said persons are the record owners, as of January 13, 2022, as shown on the Town Tax Assessor’s Office records of property abutting and across the street from the property located at 6 Lincoln Avenue in Greenwich, Connecticut for which an application requesting site plan for temporary tent approval has been filed with the Greenwich Planning and Zoning Commission.

[Signature]
THOMAS J. HEAGNEY

Subscribed and sworn to before me this 13th day of January 2022

[Signature]
EMMA A. MUTINO
NOTARY PUBLIC
My Commission Expires Apr. 30, 2028
# EXHIBIT A

Abutting property owners of 6 Lincoln Avenue:

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<tr>
<th>Name</th>
<th>Address</th>
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<tr>
<td>Chabad Lubavitch of Greenwich</td>
<td>75 Mason Street Greenwich, CT 06830</td>
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<td>Jean S. Crocco, TR</td>
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<td>10 Lexington Avenue LLC</td>
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<td>Peter M. Conetta</td>
<td>50 Chesterfield Road Stamford, CT 06902</td>
<td>Rodolphe Costanzo 14 Lincoln Avenue Greenwich, CT 06830</td>
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EXHIBIT B

January 13, 2022

To Whom It May Concern:

Notice is hereby given that Chabad Lubavitch of Greenwich has filed an application with the Town of Greenwich Planning and Zoning Commission to request site plan approval to install a temporary tent located at 6 Lincoln Avenue in Greenwich, Connecticut.

Further information regarding this application may be obtained at the Planning and Zoning Commission or this office.

Thomas J. Heagney

For information contact:
Planning and Zoning Commission
Town Hall, 101 Field Point Road
Greenwich, CT 06836
Tel: 203-622-7753
January 13, 2022

To Whom It May Concern:

Notice is hereby given that Chabad Lubavitch of Greenwich has filed an application with the Town of Greenwich Planning and Zoning Commission to request site plan approval to install a temporary tent located at 6 Lincoln Avenue in Greenwich, Connecticut.

Further information regarding this application may be obtained at the Planning and Zoning Commission or this office.

For information contact:
Planning and Zoning Commission
Town Hall, 101 Field Point Road
Greenwich, CT 06836
Tel: 203-622-7753
**TRANSFER OF OWNERSHIP**

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**EXEMPT**

**SUPPLEMENTAL CARDS**

- APE: Partial Exemption 2018
- B&B: 3-1-1
- BP18: 17-3187; Add Bathroom $50,000, Int. Reno., Lift $50,000
- 18-1496: Replace 2nd Flr. Door, $1,900
- CKMP: 264
- DBA: CHABAD- Preschool
- GEN: Formerly 01-1727/S Exempt for 2018 QL
- O/O: Owner-Occupied Commercial with apt.

**TOTAL LAND VALUE**

1426200
**PHYSICAL CHARACTERISTICS**

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**SUMMARY OF IMPROVEMENTS**

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Total Exterior Features Value
Depreciated Ext Features
Total Before Adjustments
Neighborhood Adj usment
TOTAL VALUE

(150.00)

**IMPROVEMENT DATA**

**SPECIAL FEATURES**

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Notice
The instructions in this guide cannot cover all possible conditions and situations that can possibly occur. It must be understood by the user that common sense and caution are factors which cannot be built into this product, but must be supplied by the installer and/or user.

INDEX

Page 1................................. Tent & Equipment
Page 2................................. Diagrams & Parts
Page 5................................. Safety & Maintenance
Page 6................................. Terms & Conditions
Page 8................................. Set Up
Page 11................................. Striking
Page 12................................. Additional Assembly

REQUIRED EQUIPMENT

Sledge Hammer
Drop Cloth
6-8 People
PARTS AND DIAGRAMS

FITTINGS

4x CRN Corner PUR-FIT-CRN
1x 8CR 8-Way Crown PUR-FIT-8CR
8x 4ST Side Tee w/Ring PUR-FIT-4ST
4x 6ST 6-Way Side Tee w/Ring PUR-FIT-6ST
4x 6HP 6-Way Hip PUR-FIT-6HP
16x BPL Baseplate PUR-FIT-BPL

Look carefully: Ridge Crown and Side Tee with Ring are similar, but not interchangeable; if it has a ring, it's a Side Tee with Ring

SIDE VIEW

DIAGRAM: FITTINGS
HARDWARE

112x Bail-Pin
   PUR-PIN-BPN

8x R-Pin
   PUR-PIN-RPN

1x 40' Cable
   PRT-CBL-40F

ANCHORING

24x Stake
   PUR-STK-STD

24x Ratchet Strap
   KIT-RAT-2N

DIAGRAM: HARDWARE & ANCHORING
PARTS AND DIAGRAMS

POLES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
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DIAGRAM: POLES

SIDE VIEW
SAFETY AND MAINTENANCE

A Weather

Weather is very unpredictable; the installer or end user must use their judgment, common sense, and knowledge of conditions. The installer is responsible for anticipating weather severity for proper time and method of installation. If inclement weather is predicted with winds that exceed 38 mph with gusts of more than 6 seconds the tent needs to be evacuated as this type of weather can lead to the tent becoming structurally unsafe. This is a temporary non-engineered structure.

The end user should be mindful of the following conditions:

Rain
Water can collect on the tent fabric causing 'ponding' under certain conditions, especially if the tent is not installed and tensioned correctly. Ponding can destroy the tent fabric and cause poles to sink into the soil. Additionally, saturated soil can cause stakes to lose their holding power.

Lightning
It is very dangerous to be under a tent during a lighting storm. Immediately leave the tent until the chance of lightning is no longer present.

Wind
Wind can cause the tension of the tent to change by loosening ratchet assemblies, pulling stakes, or causing poles to shift or sink. It is important to do routine maintenance checks and maintain proper tension on the tent top at all times.

Snow
Tents are not designed to carry any type of snow loading. This product should not be used if snow has been allowed to accumulate.

B Site Selection

CRITICAL: Before staking, contact your local utility 811 number and have the site checked. Scan the QR code to find your local number.

Look carefully at the factors below when selecting a site:

Soil Conditions— Adequate for anchoring
Location— Elevated, level, and clear of debris
Space— Check perimeter for space to anchor the tent
Surface— Grass, Gravel, Concrete, Asphalt, Wood
Site Access— Services and delivery can easily be achieved
Check Overhead— Look for any electrical lines or tree branches
Underground Utilities— Utilities must be located
Use the 811 service to schedule a utility locate. If staking, be aware of underground electric, gas, oil, steam, telephone, CATV, water, sewer services. Have the site checked prior to staking.
Weather— Monitor for weather conditions and evacuate if necessary
Emergency Exits— Easily accessible exit routes in case of emergency

C Fire Safety

Our tents come with an NFPA tag confirming the material meets or exceeds NFPA-701-2.

Safety Checklist:

☐ When building or assembling anything above shoulder height, wear a hard hat
☐ Steel toe boots are recommended
☐ Inspect the site— look for overhead and underground obstructions
☐ Call your local utility to have the area marked ahead of time
☐ Inspect all ropes and tie lines and replace/repair as needed
☐ Inspect all poles and fittings to make sure there are no bends or breaks
☐ Replace or repair any items in poor condition
☐ CALL 8-1-1 BEFORE DOING ANY STAKING

The installer must follow local building codes and fire regulations, and evaluate the site for proper securing and anchoring for the conditions.
**D Staking**

If you are using stakes to secure your tent:

**Step 1**
Drive a stake approximately 5' away for 7' legs, 6' away for 8' legs, and so on. Stakes should have 6" or less of the head exposed. The deeper the stake is driven, the better the holding strength. Stakes driven vertically have better holding strength than stakes driven at a angle.

**Step 2**
Attach a ratchet head to each stake. Straps should always go around the fittings, not the poles.

Before staking please contact your local utility 811 number and have the site checked. Please use this link to find the phone number needed by simply clicking on your state:

**E Maintenance:**

- Where applicable, do a once around the tent top and re-tension the alligator clips and straps followed by detailing (tucking the loose end of the strap into the clip)
- Check and re-tension all ratchets, straps, and cables
- Ensure stakes are in place and not pulling from ground

**Caring for Your Tent:**

The setup and take down process can make or break a tent—literally. Placing your tent tops directly on the ground is never a good idea. A tent on the ground is at extreme risk for pinholes, dirt, and other disasters. Protect your tent from damage with a *drop cloth*.

Handle *poles* with care. Stack them on top of each other, but be sure to not clang or scrape them together. Use common sense and treat those poles with respect.

When you are storing your tent for the *long term*, beware of extreme temperatures. Too hot and your tent can be damaged, too cold and your tent could crack. Extreme cold is especially dangerous for our clear vinyl. Freezing cold temperatures can cause it to crack. Store tents in a sheltered place where the temperature will stay above freezing.

Clean with gentle cleaners like dish soap or powder laundry detergent. Avoid bleach, abrasive chemicals, and hard brushes.

---

**TERMS & CONDITIONS**

**TERMS AND CONDITIONS OF SALE**

1. Terms Control/Rejection of Conflicting Terms. All sales are governed by these terms, and by placing an order, submitting payment, or providing Seller with a Purchase Order, Buyer agrees to these terms. Seller's offer to sell Buyer the Goods is conditioned on this acceptance. All other terms are rejected, including any terms included on any Purchase Orders from Buyer to Seller.

2. Payment Terms. Unless otherwise agreed in writing by Seller and Buyer, all order shall be prepaid in full before Seller ships any product subject to these Terms and Conditions (the "Goods"). If Buyer pays by check other than a cashier's check, Seller may delay shipment for a reasonable period as determined in Seller's sole discretion.

3. Taxes. Prices do not include sales, use, VAT, excise and other taxes or governmental charges with respect to the production, sale, distribution or delivery of the Goods. The final invoice amount includes all applicable taxes or governmental charges. Seller is responsible for proper remittance of all such taxes or governmental charges.

4. Shipping. Unless otherwise agreed in writing by Seller and buyer,
shipment terms are F.O.B. Origin, Freight Prepaid and Add. Choice of carrier shall be in Seller's sole discretion.

5. Returns/Cancellations. All sales are final upon pickup or shipment from Seller's facility. Seller will not accept returns of any of the Goods except under certain circumstances as set forth in an authorized Returned Merchandise Authorization (RMA), which must include pictures of the tent purchased. RMA forms are available upon request. Seller holds sole discretion of authorization. Orders for Goods may be cancelled at any time prior to pick up or shipment from Seller's facility; provided, however, that any such cancellation shall result in a restocking fee of twenty-five percent (25%) of the original purchase price of the cancelled Order for having reserved a spot on our production schedule. This applies even for those orders that are via PO.

6. Returns. All sales are final. Seller will not accept returns of any of the Goods except under certain circumstances as set forth by an authorized RMA, which must include pictures of the tent erected. RMA forms are available upon request. Seller holds sole discretion of authorization.

7. Force Majeure. Seller will not be liable for any delay of its performance hereunder if the delay is directly or indirectly caused by or arises from fires, floods, terrorism, accidents, riots, war, government interference, embargoes, strikes, shortage of labor, materials or supplies, inadequate transportation facilities or any other cause beyond Seller's control.

8. Warranty. All tents are sold as is, and no warranties are given.

9. Damages. Any damages that occur as a result of improperly ballasted or improperly staked tents are the sole responsibility of the Buyer. Buyer acknowledges that tent must be ballasted or staked per the recommendations made by Seller. Seller will not be responsible for material, personal, or financial loss.

10. Commitment to Cure. We are committed to our workmanship and our customers. We will make right any issues with the tent top and/or parts prior to their initial use. Customers must bring any and all issues to our attention within 14 days of receipt of goods. We cannot honor requests for cure after 14 days of receipt.

11. Limitation of Damages. Seller shall not be liable for indirect, incidental, consequential, exemplary or punitive damages resulting from or arising in connection with any act or omission of Seller relating to any breach of these Terms and Conditions or relating in any way to the design, manufacture, delivery or use of the Goods. Seller's liability, regardless of grounds, shall be limited to the amount paid by Buyer for the Goods.

12. Limitation of Actions. Any statute of limitations notwithstanding, no claim shall be filed or brought against Seller for any breach of these terms and conditions after two (2) years of the date Buyer receives the Goods.

13. Installation and Service. Seller shall not be required to install, service or provide any on-site preparation or installation of any of the Goods. If Seller provides instruction to Buyer generally or specifically regarding any methods of installation, such instruction is gratuitous and is not to be considered a part of these Terms and Conditions.

14. Nature of Goods as Temporary Structures. Each of the Goods constitutes a temporary structure or part of a temporary structure that is not intended to meet any building or other codes. Buyer uses the Goods at his/her/ its sole risk.

15. Modifications. These Terms and Conditions may not be amended, modified, terminated or repudiated, in whole or in part, except in writing signed by Seller and Buyer.

16. Remedies Not Exclusive. No remedy of Seller provided herein is exclusive of any other remedy available to Seller.

17. Assignment. Buyer cannot assign any rights, duties or obligations hereunder without Seller's prior written consent.

18. Governing Law and Venue. These Terms and Conditions shall be governed by, and construed in accordance with, the laws of the State of Wisconsin, and any legal proceeding with regard to these Terms and Conditions or the Goods shall be brought in the Circuit Court for Brown County, Wisconsin. Buyer hereby waives any claims of forum non conveniens or any other similar claims.

19. Cost of Collection. Buyer shall be liable to pay Seller for all costs associated with any breach of these Terms and Conditions by Buyer, including Seller's actual attorney's fees.

20. Authority of Signers. Each person accepting these Terms and Conditions represents and warrants that he/she has been duly authorized to do so.

21. Counterparts & Facsimile Signatures. These Terms and Conditions may be signed in counterparts. Facsimile and electronic signatures shall have the same effect as originals. Placing and paying for an order online also acknowledges and agrees to these Terms & Conditions.

22. Pickup Orders: Customers may request to pick up purchased products from American Tent's facility in Green Bay, Wisconsin. Upon such request, the customer must schedule a pick-up time during American Tent's regular warehouse hours, which are 7:00 a.m. to 4:00 p.m., Monday through Thursday. Loading time will vary based on order size and method of transportation. Orders that are not picked up within five (5) business days of the scheduled pick-up date (Fridays excluded) may be subject to storage fees. Customers must mark any product shortages, damages, or other issues with the order prior to departure from American Tent's facility. The customer's signature on an American Tent acknowledgement receipt confirms that all proper products and quantities have been received and that such products are free of visible damage. Unless otherwise agreed in writing, the Customer is responsible for all product loading and providing or retaining transportation for all products placed for pick-up.
**SET UP**

Please know that your safety is our priority. Before setting up your tent, be sure to confirm with your local utility locating service that it is safe to set up your tent in your desired location. Be aware of potential weather conditions, and always evacuate your tent during periods of extraordinarily high winds or lightning.

1. **Place the frame parts on the ground.**
   Put them in their approximate locations where they will be when the frame is assembled. This ensures all parts are accounted for at the beginning of your tent set up. See diagrams on pages 2-4.

2. **Place pins in 8-way crowns.**
   - Each protrusion on the crown has two holes. One hole is closer to the center (alignment hole), and the other is further down the protrusion (placement hole).
   - Place a pin in the alignment hole. The pin prevents the rafter from moving too far onto the crown.

3. **Connect 8-way crown to Pole D.**
   - Slide tubing onto the protrusion until it meets the pin.
   - Align placement hole in the crown with hole in the pole and insert pin
   - Remove alignment hole pin

4. **Build the rest of your tent frame top so that you finish with a complete top, with all corner fittings in place**

   ![Frame Top Diagram](attachment:image.png)

5. **Clip one carabiner on 40' cable to O ring on side tee. Pull cable across 40' width. Connect other end of cable to side tee on adjacent side by clipping other carabiner to O ring on fitting.**
   Repeat at all side tees between the 6-way crowns. Reference diagram for placement.

![Cross Cable Diagram](attachment:image.png)

6. **You should now have an assembled frame top that looks like your tent's diagram.**
   Please note: If an attachment is not marked with a R pin, use a bail pin
7. Loop end of each ratchet strap to fitting at each leg location.

<table>
<thead>
<tr>
<th>Loop Ratchet</th>
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</table>

8. Unroll the tent top
Place pieces on a drop cloth to protect the tent from dirt and abrasions. Align lace side of piece to grommet side of next piece.

9. If your tent has laces, lace tent together.
   a. Line up each section (lace at bottom) so they overlap
   b. Pull first lace up through first small grommet. Pull second lace up through second grommet and then pull through the loop of the first lace and so on.
   c. Tie off at end to secure whole lace line
   d. Repeat to secure all other lace lines
   e. Fold the rain flap over connecting velcro-like material on ether side of the laces

<table>
<thead>
<tr>
<th>Lacing Tent</th>
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</table>

10. Pull tent top over the frame, lifting up on the fabric to create air cushion under the tent top.

11. Center tent top on frame by hiding the seams behind hip rafters. Loosely fasten the alligator straps at each side of the corners around the perimeter tubing and at each laceline to secure the tent top.

12. Attach the base plates to legs securing with a pin.

13. Lift the downwind side of the frame, keeping it level along the length of the tent to avoid bending in the poles.
   No matter what the wind conditions are, always lift the downwind side of the tent first. This prevents the wind from catching the tent. Do not lift one corner at a time. Instead, lift up the entire side.

<table>
<thead>
<tr>
<th>Lifting Tent</th>
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</table>

14. Attach all leg poles to the lifted side.

15. Place stakes 5’ out from each leg; drive stakes into the ground so that ideally 6” or less of the stake shows.

<table>
<thead>
<tr>
<th>Proper Staking</th>
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</thead>
</table>

16. Attach ratchet straps to the stakes loosely.
Attach ratchet buckle with loop strap to stakes by turning the 6” loop at the end of the ratchet inside out and pull strap through the loop. This will create a slipknot to pull tight over the stake. Take loop strap attached to tent and pull it through reel bars slot of ratchet. Keep ratchet buckle handle facing up at all times. Pull other loop strap back towards tent approximately 18 inches.

<table>
<thead>
<tr>
<th>Ratchet To Stake</th>
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17. Fasten the rest of the alligator straps around perimeter tubing. Do this by tugging on the valence to keep the material taut and firmly pulling the straps. Slide excess strap through the metal slide on the alligator clip. Pulling too hard will cause undue wear and tear as well as wrinkling in the tent top fabric.

18. Raise the other side of the tent and secure on remaining legs.

19. Tighten ratchet straps by holding strap with one hand and cranking ratchet handle with the other.

20. Roll excess ratchet straps and secure into the ratchet buckle.

22. Congratulations! Your tent should now be complete.

For further assembly of additional accessories and attachments please see page 12
TAKE DOWN

1. Loosen ratchet strap assemblies.
2. Remove every other side leg. Leave no more than 40’ of tent unsupported to prevent bending.
3. Unfasten all alligator straps except the two at each corner and ones at lacing line.
4. Remove 2 corner legs from one side and carefully set the tent frame on ground.
5. Repeat with opposite side.
6. Unfasten rest of the straps till all are completely disconnected.
7. Roll out your drop cloth.
8. Remove the tent top from the frame.
9. Unlace your tent top.
   b. Untie knot and unlace the tent top section while disconnecting the rain flap.
10. Fold and roll the tent top pieces as tight as possible. For the longevity of your tent, do not stand or walk on top of the tent top. Use a fan fold or a z-fold for best results.
11. Fold and roll up the drop cloth.
12. Disassemble all of the cross cables, corner, side tee, and center crown fittings by removing the pins and sliding the tubing off fittings. Work from perimeter of frame inward.
13. Remove all stakes.
14. Congratulate your team for a job well done!

CARE & MAINTENANCE

How to Store a Tent
The first thing you need to know about storing your tent is summed up in two words: DROP CLOTH. You need a drop cloth.

Why do you need a drop cloth for your tent? Drop cloths reduce the likelihood of:
   • Pinholes—You know as well as we do that tiny pinholes make huge problems
   • Tears—the easiest way to kiss your investment goodbye
   • Dirt and grass stains
   • Mystery residue from a surface you thought was safe

1. Bag It
   If your tent was supplied with a bag, put your tent top back into the bag. This will keep it protected from hazardous situations.

Storing Sidewalls
While you should still use your drop cloth when setting up and taking down sidewalls, it isn’t as critical. After all, rain won’t come pouring in through a small rip or tear in your sidewalls. Even so, handle with care. Rolling your sidewalls is the best way to store them and prevent damage.

How to Store Tent Poles
We’ve seen some inspirational systems for tent pole storage—beautiful structures designed exclusively to cradle poles while they wait for their next assignment. But basically all you have to do is make sure you handle them with care.

Cleaning
Always put away your tent in a clean and dry condition. Make sure the cleaners you use are safe for your tent material and that they are completely wiped down before you roll up your tent and put it back in its bag. Use a gentle cleaner such as dish soap or powder laundry detergent and completely avoid bleach, abrasive chemicals, and hard brushes.
**ADDITIONAL PRODUCT ASSEMBLY**

## SIDEWALLS

1. Terminate sidewall rope at one end with sidewall rope clamp, if included
2. Carefully unroll the sidewall so that it is a long, fan folded piece
3. Pick up the sidewall and carry on one shoulder while clipping every third clip with the opposite arm
4. Make sure the open side of the clips are facing in towards you

![Sidewall Clips](image)

5. Once every third clip has been attached, go back and clip the rest

6. Use clips to either secure around the pole or attach to next sidewall section

![Sidewall Clips](image)

7. Fanfolding is best for storing your sidewalls; be sure they are clean and dry before fan folding them and storing them for next time

**Need Help?**

Check out our Youtube channel for instructional videos and how-tos!
Or give us a call at 920-542-6282

## RAIN GUTTER

1. Take two tents and move them rightly 8” apart from each other

![Leg Spacing](image)

2. Similar to a sidewall, the rain gutter will attach to the sidewall rope.
3. Take the clips of one side and attaching them to the rope located on the underside of the first tent.

![Rain Gutter](image)

4. After attaching the first side, take the second side and repeat on the underside of the second tent
Chabad Lubavitch of Greenwich
6 Lincoln Avenue
Final Site Plan
PLPZ 2022 00009
February 1, 2022
40' x 40' Frame Tent
Safety & Set Up Guide

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Page 12 .................................. Additional Assembly

REQUIRED EQUIPMENT
- Sledge Hammer
- Drop Cloth
- 6-8 People

PARTS AND DIAGRAMS

FITTINGS
- Corner
- 8-Way Crown
- Side Tee w/Ring
- 6-Way Side Tee w/Ring
- 6-Way Hip
- Baseplate

DIAGRAM: FITTINGS

Look carefully: Ridge Crown and Side Tee with Ring are similar, but not interchangeable. If it has x ring, it's a Side Tee with Ring.

SIDE VIEW