

**PINE KNOLLS GOLF CLUB
POLICIES & PROCEDURES
EFFECTIVE APRIL 1, 2022**

Pine Knolls Golf Club (PKGK) is not responsible for any damages, theft, etc. to any personal property on the club premises. Intentional damage to PKGC's course or property will result in automatic dismissal.

Calendar of events are made available at the clubhouse, on the website as well as through Facebook events. Additional changes may be made throughout the year so be sure to check periodically.

Residents with a Knoxville address can golf two times per year during golf season until Labor Day. After Labor Day, PKGC offers open golf. However, residents must become regular members to participate in PKGC events, with exception of open tournaments. Anyone living outside the area may become a member or may elect to pay green fees.

DUES

Membership dues, including cart space and/or trail fees, for the current year are outlined in Addendum A and are considered delinquent on June 1 unless you are on a scheduled payment plan. Members whose dues are delinquent are subject to a late fee and will forfeit all privileges until their account is made current.

To be eligible to vote as well as play in Sole Survivor, any person of legal age (18 years) may become a member of PKGC by purchasing a fully paid membership and a stock certificate for \$100.

Names of all members will be made available in the clubhouse on or before July 1 of each year.

No equipment or furnishings belonging to PKGC shall be loaned or removed from the premises for any occasion unless arrangements are made in advance. The member or members responsible for the same shall pay for any damage or destruction by member of equipment, furnishings, or property belonging to PKGC.

GOLF RULES & ATTIRE

All golfers, members, and non-members are requested to check in at the clubhouse. We would like to know how many people are using the course and in case of an emergency we would know if a person could be found on the golf course.

Soft spikes preferred. Unacceptable golf attire includes cut-off shirts, halter tops, swimsuits, and the like.

Proper golf etiquette on the course is always required! Fivesomes and gangsomes are only allowed subject to current traffic on course and prior approval is given by the inside staff member. Should pace of play become an issue, any fivesome or gangsome will be required to split up. Any group of players not keeping pace on the course must allow those following to pass through if the hole in front is open. **No more than two carts per group. If you are part of a fivesome or gangsome, then prior approval is required.**

You may take a mulligan on the first hole only; play no more than 1 ball on the remaining holes unless you are out of bounds or a lost ball. You then have three minutes to look for it. If not found, lay a ball down and play it. Play ready golf – be ready to hit when it is your turn.

Must be age 16 with a valid driver's license to rent a Pine Knolls rental cart or age 14 to drive a private cart without an adult. No child under the age of 13 shall be allowed to use the course on weekends or holidays unless with a parent, guardian, or other adult player.

Turf out or displaced by a player should be replaced at once and pressed down by your foot. Rake sand traps, replace divots, and fix ball marks!

Keep golf carts 15 yards away from greens. Drive carts in the rough between shots. Use the 90-degree rule when crossing fairways.

Non-resident guests may use the golf course upon registering at the clubhouse and payment of green fees and cart rental. Members may bring guests, but applicable fees will apply.

Non-resident golf carts may be used after paying the applicable trail fee. The Superintendent shall determine under what fairway condition carts may be used.

Please obey all signs and chained/roped areas. Keep carts away from clubhouse entrance.

In addition, the following rules apply during golf season with exception of Nationals where open golf is offered.

WEDNESDAYS

- **Ladies' Day**
 - Before 11am
 - Female golfers and their female guests only.
 - After 11am
 - Open golf

THURSDAYS

- **Men's Day**
 - **Before 12pm (Open Golf):**
 - Members (male or female; single, household, 25-mile, corporate, or student) and their guests as well as non-members/walk-on greens fees may play subject to fees when applicable.
 - **12pm to 4pm [Members & Guest(s); Excludes Walk-on Greens Fees]:**
 - All Members and their guests may play subject to fees when applicable.
 - Student members must be in high school, entering high school in the fall of the current year or at least age 14.
 - Walkers under the age of 18 are prohibited.
 - **After 4pm:**
 - Male members age 18+ only and their male guests age 18+ (golfing or as passenger).

IT IS REQUIRED BY LAW THAT ALL ALCOHOLIC BEVERAGES BE PURCHASED THROUGH PKGC. PKGC ALSO RESERVES THE RIGHT TO INCLUDE BEER, WINE, SELTZERS, ETC TO THIS RULING. ALL LIKE BEVERAGES MUST BE PURCHASED IN THE CLUBHOUSE.

PKGC BANQUET ROOM

Rental Fees: \$150 members | \$200 non-members | \$150 deposit required to secure date

Members or non-members may rent the clubhouse for the applicable fee above plus deposit. The deposit will be returned once the clubhouse manager's inspection finds everything clean and damage-free.

Soda and alcoholic beverages must be purchased through PKGC for any event. Bartenders can be made available through PKGC for an additional fee.

SCHOOL GOLF MEETS/CROSS COUNTRY

Golf and cross-country meets scheduled at PKGC will be noted on the calendar of events. The golf course will close at 3pm for each event.

PKGC Board Members reserve the right to amend the policies and procedures stated within at any time subject to vote.

ATTACHMENTS:

Addendum A – Member Application (Current Year)

Addendum B – Banquet Rental Agreement

PINE KNOLLS GOLF CLUB MEMBERSHIP APPLICATION - 2022

Name: _____ Spouse: _____
 Mailing Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____ Referring Member: _____

*List names and ages of all dependent children included in this membership.
 Please note, full time college students are considered dependents. You must provide the name of college in which your student attends.*

Dependent Name:	Age:	College (where applicable):
_____	_____	_____
_____	_____	_____
_____	_____	_____

PAYMENT OPTIONS

1. **FULL PAYMENT** - Due by MARCH 1, 2022; Only FULL PAYMENTS ARE ELIGIBLE FOR DISCOUNTED DUES
2. **TWO PAYMENTS** - First payment due by March 15, 2022. Second payment due by June 1, 2022*
**If making two payments, the 2nd payment must be received no later than June 1, 2022. Otherwise, a \$30.00 late fee will be assessed to your payment and privileges will cease until arrangements for payment have been made. You are REQUIRED to pay your outstanding 2nd half dues before joining Pine Knolls Golf Club again.*
3. **MONTHLY PAYMENTS** - Eight monthly installments will be automatically charged to your credit/debit card the first of each month.
Accepted payments: Cash, Personal Check, Money Order or Credit/Debit Cards (4% handling fee will be assessed on all Credit & Debit cards)

SEE MEMBERSHIP COSTS ON REVERSE SIDE

MEMBERSHIP (Circle one: Household Single Student Social)	\$ _____
CART SHED* (Circle one: Gas Electric)	\$ _____
TRAIL FEE or CART LEASE	\$ _____
STOCK (First time members only)	\$ _____
ADD-ONS	\$ _____
OPERATING FUNDS DONATION <i>Options: \$25, \$50, \$75, \$100 or Other</i>	\$ _____
TOTAL AMOUNT DUE	\$ _____
<i>Credit/Debit Card 4% Handling Fee</i>	\$ _____
GRAND TOTAL	\$ _____

MAIL PAYMENTS TO:
 Pine Knolls Golf Club
 PO Box 498
 Knoxville, IA 50138

***CART SHED INFO:**
 Shed # _____
 Stall # _____
 Make/Color _____

IF USING CREDIT OR DEBIT CARD

Name on card _____ Expiration _____
 Card # _____ CVV Code _____

MO INSTALLMENTS - FIRST OF MONTH STARTING WHEN > _____

INSTALL 1	<input type="text"/>	INSTALL 5	<input type="text"/>
INSTALL 2	<input type="text"/>	INSTALL 6	<input type="text"/>
INSTALL 3	<input type="text"/>	INSTALL 7	<input type="text"/>
INSTALL 4	<input type="text"/>	INSTALL 8	<input type="text"/>

MEMBERSHIP DUES (all amounts listed below include tax)

AGE 40 AND OLDER	SINGLE	HOUSEHOLD
Before 3/1	\$750	\$875
After 3/1	\$800	\$925

UNDER 40 YEARS OF AGE	SINGLE	HOUSEHOLD
Before 3/1	\$450	\$625
After 3/1	\$500	\$675

NON-RESIDENT 25 MILE	SINGLE	HOUSEHOLD
<i>Must live outside a 25 mile radius</i>	\$225	\$300

REFERRAL PROGRAM

Refer a new member and both you and the new member (not student or social) get \$50 in clubhouse credits. The new member simply could not have been a member in the previous year.

STOCK - \$100

One-time purchase required for all new members.

Household = Anyone not joining as a single

OTHER

ADULT SOCIAL	\$55
KHS GOLF TEAM PARTICIPANT	\$75
STUDENT	\$143
<i>(Parents have no membership; Active College Students under Age 23)</i>	

CORPORATE MEMBERSHIP

Level 1: 5 to 9 members	<i>10% discount</i>
Level 2: 10 or more members	<i>25% discount</i>
<i>Discount applied to applicable dues amount based on age and member type.</i>	

CORPORATE GOLF/CART PACKAGE

Available to corporations only and not individuals; Sold in blocks of 25 and includes 18 holes w/ cart.

\$625

ANNUAL CART SHED

	GAS	ELECTRIC
REGULAR	\$160	\$190
INDIVIDUAL UNIT	\$214	\$244

OTHER

ANNUAL TRAIL FEE (<i>Own cart</i>)	\$95
ANNUAL CART LEASE (<i>PK leased cart</i>)	\$535
LOCKER	\$27

ADD-ONS

League	<i>With GHIN</i>	\$100
	<i>Stand-alone; Personal GHIN Account</i>	\$78
	<i>GHIN ONLY</i>	\$22
Tournament Sponsorship		\$300



Pine Knolls Golf Club

PO Box 498

1202 South Attica Road

Knoxville, IA 50138

Tele: 641-842-3730

Email: pineknolls35@pineknollsgolfcourse.com

Website: www.pineknollsgolfclub.com

RENTAL AGREEMENT

DATE OF FUNCTION: _____ Time: _____ to _____ (Close is Midnight)

TYPE OF FUNCTION: _____ # of Guests: _____

Rental includes upstairs rooms and outside patio. Downstairs bar area is not available.

Rental Fee (circle one): **\$200.00 Non-Members Cost** **\$150.00 Members Cost**

Cleaning/Damage Deposit Fee: \$150.00 must be paid when the party is booked – check will be deposited. Club manager will audit clean-up and write a check for return of deposit money. Must provide a proof of insurance such as a homeowner's policy.

RENTER'S NAME: _____

RENTER'S ADDRESS: _____

RENTER'S TELEPHONE: _____

We are glad that you have chosen to have your function at Pine Knolls. We hope the facility and employees meet your approval. We ask that you and your guests treat the facility with respect.

Rental includes: Tables and chairs
 Dishes, silverware, and glassware in the kitchen
 Industrial dishwasher for your use
 Cream and sugar holders
 Salt and pepper shakers
 Stove and one refrigerator
 Cleaning supplies (vacuum, broom, mop, trash bags, etc.)

Optional: Linens may be rented from Pine Knolls (see Rental Fee section for prices)

Set up, decorating, etc. is your responsibility. Arrangements for time to decorate the building must be approved by the manager. No staples or nails are to be used on the walls. No sprinkles are to be put anywhere. If you use these items, there is an additional \$25.00 cleaning fee.

You MUST purchase all beer and liquor from Pine Knolls. This is a state law. Toasting wine must be ordered through Pine Knolls. All advance purchase alcohol must be paid for when order is placed. Any consumption of personal alcohol (including those individuals you are employing) will result in forfeiture of Cleaning/Deposit Fee and alcohol will be confiscated. All soft drinks are to be purchased from Pine Knolls. No smoking inside the building.

A Pine Knolls employee is **required** for every party. There will be a charge of \$15.00 per hour for each employee working. The number of guests and type of bar service will determine the number of Pine Knolls employees needed. Bartenders will be Pine Knolls employees only. All guests must have picture identification as the bartenders are required to see proof of age.

Cleaning deposit will be refunded if the clean-up meets the approval of the manager's inspection (subject to "cleaning requirements"). Cleaning must be done immediately after rental if clubhouse is not open the next day, or by agreement

with the manager that all clean-up will be completed before Noon the following day. You may also choose to have Pine Knolls employees clean but will forfeit your cleaning/damage deposit.

CLEAN-UP WILL BE COMPLETED: _____

CLEANING REQUIREMENTS: Vacuum carpet
Sweep and mop wood floor
Tables and chairs wiped off and put back in original layout
Kitchen floor swept and mopped
Kitchen counters and appliances wiped off
Patio swept and tables and chairs wiped off
All trash taken to the dumpster

Renters are responsible for: Cleaning/damage deposit made the day of booking
Any damage that is caused during the rental
Set up, decorating and clean-up
Payment in full the day of the function

Cancellation MUST be made 30 days in advance of function date or deposit will be forfeited.
Rental fees, including keg beer and bartender fees, must be paid in full by the day of rental.

RENTAL FEES:

Cleaning/Damage Deposit (required at time of booking): _____

Kegs: Full @ \$175 each (#)_____ | (kind)_____ _____

Pony keg @ \$87.50 each (#)_____ | (kind)_____ _____

Linens: 54" x 54" @ \$1.00 each (#)_____ _____

120" x 54" @ \$2.00 each (#)_____ _____

TOTAL DUE _____

BAR SERVICE (circle one): **Open Bar (renter pays for drinks)** **Cash Bar (guests pay for drinks)**

Number of Bartenders @ \$15/hour (#)_____ _____

(Paid directly to bartenders; Open Bar requires 2 bartenders)

- PINE KNOLLS RESERVES THE RIGHT TO SHUT DOWN THE PARTY IF ALCOHOL IS GIVEN TO MINORS; NO REFUND RETURNED.
- RENTER IS REQUIRED TO KEEP ALL GUESTS OFF OF THE GOLF COURSE.
- RENTER IS RESPONSIBLE FOR DAMAGE THAT IS DONE TO THE COURSE OR BUILDING.

By signing below, this agreement has been read and understood by the renter.

Agreed by Pine Knolls: _____ Date: _____

Agreed by Renter: _____ Date: _____

PINE KNOLLS GOLF CLUB IS NOT RESPONSIBLE FOR ANY ACCIDENTS THAT MAY OCCUR DURING YOUR FUNCTION.

PINE KNOLLS GOLF CLUB RENTAL AGREEMENT – RENTER COPY

We are glad that you have chosen to have your function at Pine Knolls. We hope the facility and employees meet your approval. We ask that you and your guests treat the facility with respect.

Rental includes: Tables and chairs
Dishes, silverware, and glassware in the kitchen
Industrial dishwasher for your use
Cream and sugar holders
Salt and pepper shakers
Stove and one refrigerator
Cleaning supplies (vacuum, broom, mop, trash bags, etc.)

Optional: Linens may be rented from Pine Knolls (see Rental Fee section for prices)

Close at midnight means doors locked and all people have left.

Set up, decorating, etc. is your responsibility. Arrangements for time to decorate the building must be approved by the manager. No staples or nails are to be used on the walls. No sprinkles are to be put anywhere. If you use these items, there is an additional \$25.00 cleaning fee.

You **MUST** purchase all beer and liquor from Pine Knolls. This is a state law. Toasting wine must be ordered through Pine Knolls. All advance purchase alcohol must be paid for when order is placed. Any consumption of personal alcohol (including those individuals you are employing) will result in forfeiture of Cleaning/Deposit Fee and alcohol will be confiscated. All soft drinks are to be purchased from Pine Knolls. No smoking inside the building.

A Pine Knolls employee is **required** for every party. There will be a charge of \$15.00 per hour for each employee working. The number of guests and type of bar service will determine the number of Pine Knolls employees needed. Bartenders will be Pine Knolls employees only. All guests must have picture identification as the bartenders are required to see proof of age.

Cleaning deposit will be refunded if the clean-up meets the approval of the manager's inspection (subject to "cleaning requirements"). Cleaning must be done immediately after rental if clubhouse is not open the next day, or by agreement with the manager that all clean-up will be completed before Noon the following day. You may also choose to have Pine Knolls employees clean but will forfeit your cleaning/damage deposit.

CLEANING REQUIREMENTS: Vacuum carpet
Sweep and mop wood floor
Tables and chairs wiped off and put back in original layout
Kitchen floor swept and mopped
Kitchen counters and appliances wiped off
Patio swept and tables and chairs wiped off
All trash taken to the dumpster

Renters are responsible for: Cleaning/damage deposit made the day of booking
Any damage that is caused during the rental
Set up, decorating and clean-up
Payment in full the day of the function

- Cancellation **MUST** be made 30 days in advance of function date or deposit will be forfeited.
- Rental fees, including keg beer and bartender fees, must be paid in full by the day of rental.
- PINE KNOLLS RESERVES THE RIGHT TO SHUT DOWN THE PARTY IF ALCOHOL IS GIVEN TO MINORS; NO REFUND RETURNED.
- RENTER IS REQUIRED TO KEEP ALL GUESTS OFF OF THE GOLF COURSE.
- RENTER IS RESPONSIBLE FOR DAMAGE THAT IS DONE TO THE COURSE OR BUILDING.