

ROSE CITY YACHT CLUB CLUBHOUSE RENTAL FORM

Revised October 2016

NAME/GROUP _____

REASON FOR RENTAL OF CLUBHOUSE _____

DATES REQUESTED: _____ STARTING TIME _____ ENDING TIME _____

Is this event related to sailing? _____ Number of Guests at Event _____

Sponsoring RCYC Member _____ Telephone Number _____

Gate Monitoring Personnel _____ Telephone Number _____

Gate will be monitored from _____ until _____.

Person in Charge of Cleanup _____ Telephone Number _____

1. Permitted Events - Only events sponsored by RCYC members or Board of Directors may be held at the clubhouse. **Clubhouse rental by outside organizations to which an RCYC member belongs is not permitted during the months of June, July and August or on weekends (Friday, Saturday and Sunday) during the months of May and September.** Exceptions may be granted by the Board. Subject to approval by the Board, the following events are permitted use of the clubhouse.

- a. Special activities such as birthday parties, retirement parties, or other small parties for the benefit of members and their families are permitted. "Families" refers to members, their children, parents or siblings.
- b. RCYC members may also use the clubhouse to host events for organizations to which they belong (including Corinthian organizations). Such events require a personal application before the Board and approval by the Board in advance of the event.

2. Responsibilities of Sponsoring Member – The sponsoring RCYC member must be in attendance from start of function to end of function, including pre-function decorating and post function cleanup. The sponsoring RCYC member must provide for gate monitoring during the function. The sponsoring RCYC member is responsible for the conduct of guests. The sponsoring RCYC member is responsible for cleaning up the clubhouse and grounds so that there is no evidence that an event was held. The sponsoring RCYC member will coordinate all arrangements with the Vice Commodore. As necessary, the Vice Commodore will notify Resident Members and others of events and arrangements.

3. Facilities Rules – The following rules will apply to all events held at the clubhouse.

- a. For fire and safety reasons, attendance is limited to 100 persons.
- b. Guests are permitted in the parking lot, clubhouse, and patio. They are not allowed to roam the docks, unless accompanied by an RCYC member. For larger events, carpooling is strongly encouraged to lessen the impact on the parking lot.
- c. All children 12 years of age or younger must wear a life jacket when not in the clubhouse. (Provided at the top of the ramp.)
- d. Loud or disruptive behavior will not be tolerated and may result in the immediate termination of the event at the discretion of the Resident Members or Port Captain.
- e. The sponsoring RCYC member may have access to the clubhouse for purposes of decorating and preparation 24 hours prior to the event as long as this does not conflict with official club activities. Decorations shall not be tacked to the walls or taped to the ceiling tiles or grids. Decorations shall be hung using hooks designed to fit over the grids and crown molding. A supply of hooks is available in the clubhouse. **RCYC club decorations or any supplies in storage are not to be used without prior approval by the Board.** All RCYC members will have access to the clubhouse while preparations are taking place. All members will have access to the rest rooms and reasonable access to the galley during all functions.
- f. During the prep and set-up time for clubhouse events, the clubhouse stewards may conduct cleaning and maintenance activities. In addition, during clubhouse events themselves, the clubhouse steward may do unobtrusive clubhouse maintenance tasks such as cleaning the heads, replenishing soap, emptying trash, and quietly cleaning the galley if not in active use.

4. Rental Fees

- a. Fees for the rental of the clubhouse by RCYC members for private family parties are \$50.00 for parties of 50 or fewer and \$100.00 for parties of 51-100 persons. A refundable cleaning and security deposit of \$200.00 is required.

- b. Fees for rental of the club house by RCYC members for private parties for outside organizations to which they also belong are set at \$200.00 for parties of 50 or fewer and \$300.00 for parties 51-100 persons. A refundable cleaning and security deposit of \$200.00 is also required.
- c. **Payment of Fees** - Payment in full is due at the time of reservation. Separate checks should be written for the rental fee and the cleaning and security deposit. Failure to submit the reservation form and payment within two weeks from the initial inquiry will result in release of the date. Failure to leave the clubhouse in a clean and orderly condition will result in forfeiture of the cleaning and security deposit and may result in refusal to rent the clubhouse for future events. For organizations using the clubhouse on multiple occasions during the year, the cleaning and security deposit would be made at the first of the year. The deposit would be refunded after the last scheduled event.

5. **Cancellation** – RCYC reserves the right to cancel any reservation in the event that there arises an emergency at the Club and will refund the fees. RCYC will not be liable for any damages actual or otherwise in such event of cancellation.

6. **Cleanup** - The following items are considered part of the cleanup responsibilities. All cleanup must be completed prior to leaving the clubhouse. A list of chores and location of equipment is posted in the cleaning supplies cupboard at the back of the clubhouse.

- a. Wash, sanitize, dry and put away all dishes and silverware.
- b. Clean stovetops, counter tops, and galley sink.
- c. Make sure all stove burners are turned off. Turn off power to sanitizer and coffee maker.
- d. Remove all party food items from the refrigerator.
- e. Unless other arrangements have been made, remove all decorations.
- f. All heads are to be left clean and orderly.
- g. Floors are to be swept and mopped.
- h. Empty all garbage cans and replace with new garbage bags. Haul all garbage and bottles/cans for recycling to the appropriate dumpsters. Separate recyclables from garbage and deposit in the correct receptacles in the parking lot. Separate glass from other recyclables. No plastic bags or other trash items can be tolerated in the recycling containers. Contamination of recycling may result in forfeiture of up to 50% of the cleaning and security deposit as determined by the Board.
- i. Turn thermostat down to 55 degrees. Turn off all lights.
- j. If the event ends after 8 p.m., lock the clubhouse and all gates as you leave.
- k. Check the parking area to remove any decorations or other evidence of event.

A person designated by the Board will perform a walk-through of the clubhouse on the morning following the event to check for cleanliness and any damage to the facilities. The sponsoring member is encouraged, but not required, to be present during this walk through. If it is determined that a cleaning and security deposit is forfeited, the sponsoring member may appeal the forfeiture to the Board.

In consideration for rental of the clubhouse for my event, I acknowledge and agree to the following: (1) I will abide by the requirements of this rental agreement. (2) I am responsible for the conduct of my guests and will hold the Club harmless from any liability that may arise as a result of actions by me or my guests. (3) I acknowledge that the cleaning and security deposit is subject to forfeiture if the clubhouse is not left in a clean and orderly condition. I wish _____ do not wish _____ to be present for the walk-through performed the morning after the event.

Signature _____ Date _____

FOR RCYC USE ONLY

Date Received _____ Amount Paid _____ Payment by _____

Walk-Through Performed _____ By _____

RCYC Member/Representative Present Yes _____ Name _____ No _____

Cleaning and Security Deposit Returned Yes _____ No _____ If not, why not? _____

Should this group be allowed future rentals of clubhouse? Yes _____ No _____ If not, why not? _____