

# ROSE CITY YACHT CLUB CLUBHOUSE RENTAL FORM

Revised October 2022

NAME/GROUP \_\_\_\_\_

REASON FOR RENTAL OF CLUBHOUSE \_\_\_\_\_

STARTING \_\_\_\_\_ ENDING \_\_\_\_\_  
DATES REQUESTED: \_\_\_\_\_ TIME \_\_\_\_\_ TIME \_\_\_\_\_

Is this event related to sailing? \_\_\_\_\_ Number of Attendees at Event \_\_\_\_\_

Sponsoring RCYC Member \_\_\_\_\_ Telephone Number \_\_\_\_\_

Responsible Gate Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Gate Code Assigned \_\_\_\_\_

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. Exceptions may be granted by the Board. The following events are permitted uses 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, siblings, grandparents and other close relations.
  - 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.
  - c. **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.**
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 attendees. 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 inside the Clubhouse.
  - a. **For fire and safety reasons, attendance is limited to 84 persons.**
  - b. Attendees 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. Smoking Policy - Smoking (including e-cigarettes, vaping appliances, etc.) is prohibited in the moorage with the exception that it is allowed on private property (i.e. boats, boat houses and floating homes).
  - e. 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.
  - f. The sponsoring RCYC member may have access to the clubhouse starting at 8:00 a.m. the day of the rental for purposes of decorating and preparation, as long as this does not conflict with official club activities. 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.
  - g. Exits shall be unobstructed at all times. Exits shall not be covered with drapes or decorations.
  - h. Candles or other sources of open flames are not allowed. Battery operated candles are allowed.
  - i. Only UL listed miniature lights shall be allowed for decorations. Only UL listed grounded heavy duty extension cords may be used. When the Clubhouse is unoccupied, disconnect the power to all electrical decorations.
  - j. No natural Christmas trees are allowed. No decorations shall cover the exit signs or emergency lighting. No decorations shall cover the fire extinguishers.
  - k. No combustible decorations shall cover the windows or be placed within six (6) feet of any exit. Decorations shall be arranged in such a manner that a clear path with a minimum of 36 inches in width is maintained to all exits.

- l. When arranging tables in rows with seating on both sides, there shall be a minimum of 31 inches from any wall and a minimum of 50 inches between rows. When there are more than three (3) tables in a row, there shall be a three (3) foot break between every 3 tables (maximum).. When arranging only chairs in rows, there shall be no more than 14 chairs in each row. A minimum of 12 inches of clear space shall be maintained between each row of chairs. A row of more than seven (7) chairs requires an aisle on each side with a minimum width of four (4) feet.
- m. Food may be kept warm only by using sterno heating in approved devices.
- n. 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.
- o. **I acknowledge and agree to the Facilities Rules outlined above. \_\_\_\_\_ (initials required)**

#### 4. **Patio Usage**

- a. **PERMITTED USE.** Use of the patio for member private parties is permitted in conjunction with clubhouse rental, subject to an additional fee. Use of the patio for events by outside organizations is not permitted, absent prior Board approval.
- b. **SAFETY RULES**
  - 1. For safety the occupancy on the patio is limited to 50 people. Total.
  - 2. NO CHAIRS FROM THE CLUBHOUSE ARE TO BE MOVED TO THE PATIO.
  - 3. No open flame devices are allowed, including but not limited to: Tiki Torches, Candles, Oil Lamps, Private BBQ Grills, whether charcoal or propane, or portable fire-pit devices. Commercial food warming appliances are allowed.
  - 4. At no time shall any of the ramps be blocked and a clear path leading to them shall be maintained at all times.
- b. **DECORATIONS**
  - 1. Decorations SHALL NOT be tacked or taped to any part of the patio structure.
  - 2. Decorations must be of a type that will not damage the structure if they get wet.  
Example: NO crepe paper because the colors run when it gets wet.
  - 3. Decorations may be hung on the wire railing using zip ties, wire or string.
  - 4. Decorations may be placed on tables.

#### 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 persons or more. A refundable cleaning and security deposit of \$200.00 is required. Members may also rent the patio for an additional fee of \$50.00.
- b. Fees for rental of the club house by RCYC members for private parties for outside organizations to which they also belong are \$200.00 for parties of 50 or fewer and \$300.00 for parties 51 persons or more. 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. Write separate checks 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.
- d. **Mail Address:** Unless other arrangements are made with the Vice-Commodore, submit the reservation form and checks by mailing to RCYC, c/o Vice-Commodore, 3737 NE Marine Drive, Portland, OR 97211.

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. Handle all garbage and recycling as follows:
  - Empty all garbage cans and line cans with new garbage bags.
  - Empty all three recycling containers: one located on the deck for metal and paper and the two in the galley next to the garbage (one for glass and one for returnable beverage bottles and cans).
  - Put absorbent pads (located next to the containers) in the bottoms of the recycling/returnable containers in the galley and line containers with new plastic bags.
  - Haul all garbage, recycling and returnables up to the receptacles in the parking lot. Keep all glass, other recyclables and returnables separate.
  - Keep plastic bags and other trash items out of the recycling receptacles.

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.
- l. **I acknowledge and agree to the Cleanup Rules outlined above. \_\_\_\_\_ (Initials Required)**

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 attendees and will hold the Club harmless from any liability that may arise as a result of actions by me or my attendees. (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? \_\_\_\_\_