

ROSE CITY YACHT CLUB CLUBHOUSE RENTAL FORM

Revised July 2023

NAME/GROUP _____

REASON FOR RENTAL OF CLUBHOUSE: _____

DATES REQUESTED: _____

STARTING TIME: _____ ENDING TIME: _____

SPECIFIC TIME PERIOD FOR PATIO EXCLUSIVE USE (1 hour maximum): _____

Is this event related to sailing? Yes/No? _____ 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 _____

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- Permitted Events** – Only events sponsored by RCYC members or approved by the Board of Directors may be held at the clubhouse. Exceptions may be granted by the Board. Subject to approval by the Board, the following events are permitted uses of the clubhouse:
 - Special activities such as birthday parties, retirement parties, or other small parties for the benefit of members and their families. “Families” refers to members, their children, parents, siblings, grandparents and other close relations.
 - RCYC members may also rent the clubhouse to host events for outside organizations to which they belong (including Corinthian organizations). Such events require approval by the Board in advance of the event.
 - Clubhouse rental by outside organizations to which a 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.
 - Responsibilities of Sponsoring RCYC Member** – It is the responsibility of the sponsoring RCYC member to coordinate the date requested for clubhouse rental with the Vice Commodore. 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 ground 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.
 - Facilities Rules** – The following rules will apply to all events held at the clubhouse:
 - For fire and safety reasons, clubhouse attendance is limited to no more than 84 persons.**
 - 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.
 - All children 12 years of age or younger must wear a life jacket when not in the clubhouse. (Loaner life

jackets for children are provided at the top of the ramp.)

d. 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. For event rentals, decorating the clubhouse and patio is limited to the day of the rental, . 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 restrooms 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. Food may be kept warm only by using sterno heating in approved devices.

m. 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.

n. 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.

c. 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.

5. 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. Members may also rent the patio for an additional fee of \$50. Patio usage for a private event is non-exclusive; other members may continue to

use the patio during the event. However, for certain special events where shared use would be inappropriate, e.g. a wedding, the Board may approve a member's request for exclusive use of the patio. The sponsoring member must limit exclusive use of the patio to a maximum of one hour, and post signage the day before the special event announcing the one-hour period of exclusive patio use.

b. Fees for the rental of the clubhouse by RCYC members in hosting a private event for outside organizations in which they are members are \$200.00 for parties of 50 or fewer and \$300.00 for parties of 51-84 persons.

c. A refundable cleaning and security deposit of \$200.00 is required. For organizations using the clubhouse on multiple occasions during the year, the cleaning and security deposit may be made at the first of the year. This deposit would be refunded after the last scheduled event. If the clubhouse is not left in a clean and orderly condition, the deposit would be forfeited.

d. **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. Checks and the reservation form should be mailed to RCYC, c/o Vice-Commodore, 3737 NE Marine Dr., Portland, OR 97211. 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.

6. **Cleanup** - The following items are considered part of the cleanup responsibilities. All cleanup must be completed prior to leaving 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 garbage and recycling as follows:
 - Empty all garbage cans and line cans with new garbage bags.
 - Empty three recycling containers: one located on the deck for metal and paper and the other 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 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 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.
- 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 will be forfeited, the sponsoring member may appeal the forfeiture to the Board.

7. **Hosted Events** - Committee Chairs and Leads may host an event, such as a CRYA meeting or a post-race function, that does not require a clubhouse rental agreement but includes non-member attendees. The sponsoring Chair or Lead is required to abide by rules of the clubhouse rental policy covering responsibilities, facilities use, gate monitoring and cleanup.

8. **Security and Safety** - All gates are to be left closed at all times and specific event codes issued and used. If the

gate code pads are inoperative then the host/sponsor of the event is to appoint a gate monitor to closely monitor the drive through gate. During that time the ramp gate may remain open ONLY as long as the entrance gate is closely monitored. The entrance gate and the ramp gate are to be closed and locked when the gate monitor retires to the event. All gates and clubhouse doors and windows shall also be secured immediately after the end of the event.

Access codes for the gate will be issued for Club rental events, events such as the Ladies Dinner or races, and other major functions as deemed appropriate. Members who invite family and/or friends down for an afternoon sail or informal dinner on the patio or in the Clubhouse are responsible for providing access for their guests.

RCYC members are responsible for the conduct of their guests. Guests of members are not permitted to wander the docks unescorted. Children ages 12 and under shall wear a life jacket. (Loaner life jackets are provided at the top of the ramp.) Violation of security and/or safety rules should be reported to any Flag Officer for action by the Board in accordance with Article XIX of the By-Laws

9. **Cancellation** – RCYC reserves the right to cancel any clubhouse reservation in the event that an emergency arises at the Club. Should this occur, the fees paid will be refunded. RCYC will not be liable for any damages actual or otherwise in such event of cancellation. If the event sponsor cancels the event, the fee is nonrefundable and only the deposit will be returned. However, the event may be rescheduled using the initial fee and deposit. If the event is rescheduled and held more than six months after the date on the deposit check, a new deposit check will be required, and the old one returned or destroyed.

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 on Date: _____ By: _____

RCYC Member/Representative Present? Yes _____ No _____ Name _____

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? _____
