

## RENTAL POLICIES AND PROCEDURES

### INTRODUCTION

The purpose of this document is to provide all renters of the Seaford Yacht Club, Inc. clubhouse, grounds and bathhouse with uniform information for the use, cleanliness and protection of the facilities. Adherence to policies, rules/guidelines and rental contract are necessary to assure partial or full refund of the security deposit.

Only Seaford Yacht Club, Inc. members are eligible to rent the SYC facilities and grounds in accordance with the following guidelines. SYC member-sponsored rentals include:

1. Personal events,
2. Close personal friend events,
3. Occupational and Civic/Social events connected with the member's or membership in a civic/social organization.

SYC members **may not** rent SYC facilities and grounds for acquaintances or the general public.

For SYC member-sponsored "personal events", the member may use the SYC ABC license, will serve as the ABC manager and must be present for the entire event. For member-sponsored "close personal friend events", as well as "occupational or civic/social events", the member must obtain a banquet license from the Virginia ABC Board, serve as ABC manager in accordance with banquet license requirements, and be present for the entire event from setup to cleanup.

Scheduled Club events have priority over all rentals. Member-sponsored "personal events" have the lower fee schedule, and priority over other rentals. "Close personal friend" and "occupational or civic/social" rentals, have the higher fee structure, and lower priority.

The Club and its facilities will be clean and all furniture in its proper place when the renter arrives to use the facilities. The renter should take some time to survey the facilities so that everything can be returned to its proper place.

Before any renter is permitted to use the Club facilities and grounds, he/she must do a pre-event walkthrough with the Club Rental Agent. At the end of the event when all cleaning and restoring to proper order by the renter has been completed, the Club Rental Agent will make a final inspection and determine whether to refund all, part, or none of the security deposit. If there are any damages that exceed the amount of the security deposit, the renter will be billed accordingly.

## RULES/GUIDELINES

1. Only a SYC member in good standing may rent SYC facilities. Rentals must be approved by the Board of Trustees not later than it's regularly scheduled meeting before the proposed rental. For other than "personal events" rentals, the member requesting the rental will attend that approval Board meeting.
2. SYC rentals are for member-sponsored events as described above.
3. Members **may not** rent the facilities on behalf of acquaintances or the general public.
4. The SYC member and the Club rental agent **must** do a pre-event walkthrough at least 24 hours prior to the event. The time and date of the walkthrough will be determined by the Club rental agent.
5. There will be one adult chaperone (21 years of age or older) for each group of 10 attendees who are under 21 years of age.
6. The SYC member must be present during the entire event. The member is responsible for all Club property and the conduct of all guests.
7. If beer and/or wine are to be served for "personal events" rentals, the member may use the SYC ABC license, and will serve as the ABC manager for the event, in accordance with SYC Alcoholic Beverage Rules and Responsibilities (para E. of SYC General Club Policies). If you serve alcoholic beverages other than beer or wine, the club's ABC license will not cover your event and you will need to purchase your own ABC license.
8. If alcoholic beverages are to be served for "close personal friend" or "occupational or civic/social" rentals, The SYC member must:
  - a. Secure a banquet license from the Virginia ABC Board,
  - b. Post the banquet license in the Barnacle prior to the pre-event walkthrough,
  - c. Serve as the ABC manager throughout the event.
9. If you purchase a keg for your event, you are responsible for removing the keg at the end of the event.
10. Events must conform to the York County Noise Ordinance. Members should consult the County website for details.
11. The maximum number of people at any event is 200.
12. Any rental event is for 24 hours unless otherwise approved.
13. There will be no possession, sale or use of illegal/controlled substances, or weapons on SYC property.
14. Pets are not permitted in the buildings or on the grounds during rental events.
15. Smoking is not permitted in any building or on the deck. Cigarette butts or other smoking remnants on the grounds **must** be extinguished, and placed in a trash receptacle.
16. Barbecuing is not permitted on the deck.
17. Members may attach decorations to wooden surfaces, ceiling, and floors with masking tape or other fasteners which **will not** leave permanent

- marks when removed. **Members and their guests may not use nails, thumbtacks, pins or staples.**
18. Pictures, plaques, and other SYC decorations such as flags or burgees will not be removed or replaced.
  19. Rice, confetti or paper petals **may not be used. Birdseed may be used only outside the buildings.**
  20. Only folding tables, card tables and folding chairs may be moved about in the clubhouse. However, they **may not be taken outside** the building, and they must be returned to their original locations at the end of the rental.
  21. Clubhouse furniture and accessories such as sofas, chairs, tables, bar, lamps, plants, etc. **may not be moved.**
  22. The following areas are **off limits** during rentals; kitchen pantry, bar storage rooms, items under the bar, the second floor of the clubhouse, and the docks.
  23. Members will ensure the after-event cleanup is done in accordance with the "Rental Event Cleanup Checklist".
  24. The SYC **is not** responsible for snow or ice removal for a rental event.
  25. Members and their guests **may not block** the driveway to the dock in any manner during rentals.

#### RENT AND SECURITY DEPOSIT

1. The member will submit rent and security deposit check/money order payable to Seaford Yacht Club, Inc. with completed Rental Contract to the Club Rental Agent **not later than the second Monday of the month of the proposed rental.** There will be a \$30 fee plus additional associated bank charges for a returned check.
2. **For other than "personal events", the renting member will attend the Board meeting not later than the second Tuesday before the rental.** The purpose of this attendance is to allow the Board to understand all aspects of the proposed rental.
3. Failure of renter to notify the Club Rental Agent of rental cancellation no less than fourteen (14) days before the date of the event will result in forfeiture of the security deposit.
4. Failure to abide by rental policies, rules/guidelines and terms and conditions of the contract will result in forfeiture of the security deposit and immediate revocation of all rental privileges.
5. In the event of a dispute of any rental terms, SYC Board of Trustees and it's Club Rental Agent will deal **only** with the SYC Member renting the club.

## SUPPLIES

Appropriate housekeeping supplies will be provided.

## DOCUMENTS AND FORMS

The following forms are part of this policy.

- Rental Fee Structure
- Rental Agreement
- Rental Event Cleanup List

*Revised April 9, 2008*

SEAFORD YACHT CLUB, INC.

Rental Fee Structure

Type of Use	Number of People	“Personal Event”	“Close Personal friend” or “Occupational or Civic/Social Event”
<b>BUSINESS MEETING</b>			
Meeting room and restrooms only	1-50	\$ 75	\$ 165
No Food or alcoholic beverage	51-100	\$ 125	\$ 275
No kitchen	101-200	\$ 175	\$ 385
No Grounds			
No Bathhouse			
<b>PARTY OR RECEPTION</b>			
Entire clubhouse	1-50	\$ 150	\$ 330
grounds and bathhouse*	51-100	\$ 225	\$ 550
	101-200	\$ 300	\$ 770
<b>OUTDOOR EVENT</b>			
grounds, deck, and bathhouse*	1-50	\$ 50	\$ 110
	51-100	\$ 125	\$ 275
	101-200	\$ 175	\$ 385
Extra day for setup		\$ 50	\$ 55
Security deposit		\$ 400	\$ 440
Maximum capacity – 200			

\* This option is not available from mid-November to mid-March as the bathhouse is winterized.

SEAFORD YACHT CLUB, INC.

Rental Agreement

Date of Request \_\_\_\_\_ Date of Event \_\_\_\_\_ Times of Event
Setup: \_\_\_\_\_
Start: \_\_\_\_\_
End: \_\_\_\_\_
Finish cleanup: \_\_\_\_\_
SYC Member \_\_\_\_\_ Telephone \_\_\_\_\_
(Please print)

Type of Event
Personal \_\_\_\_\_
Close personal friend \_\_\_\_\_
Occupational or Civic/Social \_\_\_\_\_

Number of guests \_\_\_\_\_ (total) Number under 21 \_\_\_\_\_

Will alcoholic beverages be served? \_\_\_\_\_ If yes, what type will be served? \_\_\_\_\_

At member-sponsored "personal events" where beer and wine are to be served, the member may use the SYC ABC license, will serve as the ABC manager in accordance with SYC Alcoholic Beverage Rules and Responsibilities ( para E of SYC General Club Policies), and must be present for the entire event. For member-sponsored "close personal friend events", as well as "occupational or civic/social events", the member must obtain a banquet license from the Virginia ABC Board, serve as ABC manager in accordance with banquet license requirements, and be present for the entire event from setup to cleanup. In addition, the member must attend the SYC Board meeting not later than the second Tuesday of the month of the proposed rental for these non-personal rentals.

The SYC member is fully responsible for the actions of all guests, and shall oversee the proper use of the building, associated equipment, furnishings and grounds. See SYC Rental Policies and Procedures.

As a SYC member in good standing, and in accordance with SYC Rental Policies and Procedures, which I have read and accept, I request the use of SYC facilities as indicated below:

Fee
A. Meeting room and restrooms (No kitchen, grounds or bathhouse) \$ \_\_\_\_\_
B. Entire clubhouse, grounds and bathhouse \$ \_\_\_\_\_
C. Grounds, deck, and bathhouse only (No clubhouse use) \$ \_\_\_\_\_
Extra day setup fee (\$50) \$ \_\_\_\_\_
Security deposit (\$400 OR \$440) \$ \_\_\_\_\_
Total rental and security fee, payable by check or money order to Seaford Yacht Club, Inc. \$ \_\_\_\_\_

In agreement with all the terms outlined above,

SYC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Return this document with appropriate payment to the SYC Rental Agent Date received: \_\_\_\_\_
Rent:\$ \_\_\_\_\_ Deposit:\$ \_\_\_\_\_

Date approved by SYC Board: \_\_\_\_\_ Date renter notified of approval: \_\_\_\_\_

# SEAFORD YACHT CLUB, INC.

## RENTAL EVENT CLEANUP CHECKLIST

The Seaford Yacht Club buildings are cleaned regularly by professional custodians. The grounds are also regularly maintained.

Since the building and grounds may not be cleaned by professional custodians for one or two days following an event, renters are responsible for removing all decorations and the cleaning tasks listed below. These have been arranged in a checklist to assist you in verifying that each has been completed properly.

### KITCHEN

- All trash out
- Liners put in cans
- Regular refrigerator—take leftovers with you
- Large refrigerator—shelves and bottom are wiped clean
- Gas range—wipe clean all over
- Gas oven—make sure it is clean
- Microwave—wipe clean inside and outside
- Counter tops—wipe clean
- Cabinet fronts—wipe clean
- Sinks--clean
- Work tables—wipe clean
- Pots-pans—clean and returned to proper place
- Dish towels are taken home by SYC member, washed and returned to kitchen

### GROUND

- Trash picked up
- Trash cans emptied
- Signs removed
- Butt cans emptied
- Kegs removed

### OTHER

- All doors locked
- All windows locked
- Thermostats are SET as posted
- All decorations removed including tape
- Lights all turned OFF

### RESTROOMS

- All trash out
- Liners put in wastebaskets
- Flush all commodes/urinals\*

### TABLES

- Wipe clean
- Folded and stored neatly

### CHAIRS

- Wipe clean
- Folded and stored neatly

### HARD SURFACE FLOORS

- Spills sponged up
- Trash and food picked up

### BATHHOUSE

- All trash out
- Liners in cans
- Flush all commodes\*
- Spills wiped up
- Lights out

### FLOORS--Carpet

- Spills sponged up\*\*
- Food picked up
- Paper and/or decorations picked up

\*If not working properly, DO NOT USE and immediately report any problems to the Club Rental Agent

\*\*Report spills as soon as possible to Club Rental Agent.

Please be sure that all trash has been put in plastic bags and placed in the dumpster. Make sure that the dumpster has been tightly closed so that animals cannot get into it.

On the back of this sheet, please note any suggestions that might help SYC to provide better service to users of the facilities. If there were any items that failed to work properly, need adjustment or repair, please note these so that corrective action can be taken.

Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

(Return this sheet to the Club Rental Agent.)

*Revised April 16, 2008*