

POQUOSON YACHT CLUB
RENTAL POLICIES AND PROCEDURES
Revised 14 Apr 2010

INTRODUCTION

The purpose of this document is to provide all renters of the Poquoson Yacht Club 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 Poquoson Yacht Club members are eligible to rent the PYC facilities. Any PYC member in good standing may rent the PYC facilities for their personal use (*Member Use Rental*) or may sponsor a non-member use (*Civic Use Rental* or *Non-Member Rental*) as specified by the Board. The PYC member will be the contact person with the Club Rental Agent and will act as the designated manager during the event.

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 he/she must do a pre-event walk through 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 which exceed the amount of the security deposit, the renter will be billed accordingly.

Our Rental Agent is Carol White (757) 659-0929

RULES/GUIDELINES/Renter Acknowledgement

1. Only a PYC member in good standing may rent the PYC facilities. Rentals must be approved by the board and are not confirmed until board approval is received. The member must maintain their membership in good standing through the rental period. If a person terminates their membership, any future rentals will become null and void and will need to be re-negotiated at the *Non-Member Rental* rate.
2. PYC *Member Use Rentals* are for the member's personal use; non-commercial and not reimbursed by another party.
3. The PYC 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 pre-event walkthrough will be determined by the Club Rental Agent.
4. The PYC member **MUST** be present during the entire event and acts as the designated manager. The PYC member is responsible for all Club property and the conduct of all guests.
5. There will be one adult (21 years of age or older) chaperone for each group of 10 attendees who are under 21 years of age.
6. Events must conform to the Poquoson Noise Ordinance. The Poquoson Noise Ordinance can be acquired by calling the City of Poquoson.

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7. The maximum number of people is 217; club provided Dining Capacity is 112.
8. The time for any rental event is 24 hours.
 - a. The exact alignment of this 24 hour period is flexible based on renter needs and other PYC commitments for the facility.
 - b. For an additional fee, extra time can be purchased before or after the rental period to allow for setup or cleanup. This extra time is based on availability.
9. **Use of Alcoholic beverages** – Alcoholic beverages may be served during rentals, however:
 - a. Alcoholic beverages ARE NOT to be served to underage persons as defined by the Commonwealth of Virginia.
 - b. The SELLING of alcoholic beverages is strictly prohibited. Renters may not sell beer, wine, mixed drinks, or any other form of alcoholic beverages.
 - c. The designated manager is responsible for all alcohol consumed on the premises.
10. Possession, sale, or use of illegal/controlled substances or weapons on the PYC property is strictly prohibited.
11. Pets are not permitted in the buildings or on the grounds during a rental event.
12. Smoking is not permitted anywhere inside the Clubhouse or on the back deck, to include the stairs. Smoking is permitted on the front porch and other outside areas of the Clubhouse. Cigarette butts or remnants on the grounds MUST be extinguished, picked up, and put in the trash.
13. Barbecuing:
 - a. No barbecuing is allowed on the deck or pier.
 - b. Barbecuing is allowed on the concrete pad of the pavilion behind the clubhouse and on the grounds provided the grill is set a safe distance (minimum 10 feet) away from the building and any other flammable items.
 - c. Renters may not use the PYC owned barbecue grill.
 - i. This rule is not applicable to **Member Use Rentals**. Please refer to rule number 2 for definition of a **Member Use Rental**.
 - ii. If the PYC grill is used, the propane tanks must be left full.
14. Decorations:
 - a. Decorations may be attached to surfaces, ceiling and floors with masking tape or other fasteners which WILL NOT leave permanent marks when removed.
 - b. No decorations may be attached to fabric wall coverings, flags or burgees.
 - c. NAILS, THUMB TACKS, STRAIGHT PINS, OR STAPLES MAY NOT BE USED.
15. Pictures, plaques or other PYC decorations such as flags or burgees may NOT be removed or changed.
16. Rice, confetti, or paper petals MAY NOT BE USED; birdseed may be used ONLY OUTSIDE THE BUILDING.

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17. Moving of Furniture:

- a. Inside the building, only the tables, and chairs in the Banquet Room and Bar may be rearranged to meet the needs of the renter.
 - i. These items **MAY NOT BE** taken outside the building.
 - ii. Bar furniture must be lifted and not dragged over the hardwood flooring.
 - iii. Any furniture that is moved must be returned to its original position during cleanup.
- b. Outside the building, the deck furniture may be re-arranged and may be taken off the deck and used in the grassy areas.
 - i. Deck furniture may not be taken inside the building
 - ii. Deck furniture may not be taken onto the dock,
 - iii. Due to frequent strong gusty winds around the club area, care should be taken to insure that the deck furniture is not blown into the water.
 - iv. Any deck furniture that is moved must be returned to its original position during cleanup.
- c. The remaining clubhouse furniture and accessories such as sofas, chairs, tables, bar, lamps, plants, etc. **MAY NOT BE MOVED.**

18. The following areas and items are OFF LIMITS to renters:

- a. KITCHEN PANTRY/BAR STORAGE ROOM,
- b. Beer Kegs and Taps,
- c. PYC consumables (Refrigerated items, Alcoholic Beverages, Soft Drinks, Paper Plates, Napkins, etc.) are not to be used during any rentals,
- d. ACCESS TO THE POOL TABLE.
 - i. This rule is not applicable to *Member Use Rentals*. Please refer to rule number 2 for definition of a *Member Use Rental*.
 - ii. The normal gaming rates of the PYC apply to pool table usage.

19. After-event cleanup **MUST** be done based on the ‘RENTAL EVENT CLEANUP CHECKLIST’.

Renter Initials _____

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Member Guidelines for Sponsors of *Civic Use Rental* or *Non-Member Rental* Events

1. Only PYC members are eligible to rent the facility. A PYC member must sponsor any non-member event.
2. The PYC member will be the contact person with the Club Rental Agent.
3. The PYC member, the non-member, and the Club Rental Agent must perform a pre-event walkthrough at least 24 hours prior to the event.
4. The PYC member must be present during the entire event to include pre-event setup and post-event cleanup and act as the designated manager during the event.
5. The PYC member is responsible for all club property and the conduct of all guests.
6. The PYC member will pickup and return the club key to the Club Rental Agent.
7. The PYC member will keep the club key in his/her possession at all times.
8. At the end of the event, after cleaning and restoring the club to proper order, the PYC member will meet with the Club Rental Agent to conduct a final inspection

PYC Member Sponsor _____

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RENT AND SECURITY DEPOSIT

1. Submit a check to Poquoson Yacht Club for the security deposit along with a completed Rental Contract to the Club Rental Agent. There will be a \$30 fee plus additional associated bank charges for a returned check. Rentals and their dates are not final until approved by the PYC Board of Directors.
2. Payment
 - a. The Security deposit is due the day the rental agreement is submitted for consideration.
 - b. Full payment of the Rental Fee is due 30 days prior to the scheduled event.
 - c. Failure to provide full payment for the rental prior to the cancellation date will be considered an automatic cancellation.
3. Cancellations
 - a. The Cancellation/Change deadline is 30 days prior to the event.
 - b. A full refund will be provided if an event is canceled before the cancellation deadline.
 - c. Failure to notify the club of a cancellation prior to the deadline will result in a forfeiture of all or part of the security deposit up to the full rental amount.
4. Changes
 - a. Changes to the date of the event may be made prior to the cancellation date, subject to availability, without penalty.
 - b. Changes made after the cancellation date will result in a penalty of 50% of the security deposit.
 - c. Date changes could result in a rate change.
 - i. If the rate increases, the difference is due at the time of the change.
 - ii. If the rate is less, the difference will be refunded with the security deposit.
5. If the facility is not available on the rented date because of an act of God, loss of power, or any other event beyond the control of PYC, a full refund will be provided. PYC will not be held liable for any other losses incurred by the renter because of such events.
6. In the event of a dispute of any rental terms, PYC Board and its Club Rental Agent will deal ONLY with the PYC member renting the Club.

SUPPLIES

1. Appropriate housekeeping supplies will be provided by Poquoson Yacht Club. Please notify the rental coordinator if the appropriate housekeeping supplies were not available.
2. All other supplies are the responsibility of the renter.

DOCUMENTS AND FORMS

The following forms are a part of the Policies and Procedures:

Rental Fee Structure
Rental Event Cleanup Checklist
Universal Rental Agreement

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Rental Fee Structure

<u>Area of Use</u>	<u># of People</u>	<u>Member Use</u>	<u>Civic</u>	<u>Non-Member Use</u>
Entire Clubhouse	1-50	\$150	\$225	\$300
	51-75	\$225	\$350	\$500
	Over 75	\$300	\$475	\$700
	*Saturday	\$300	\$600	\$1,000
	*New Years Eve	\$300	\$600	\$1,000
Extra Time for Setup or Cleanup (<i>based on availability</i>)		\$ 25	\$ 50	\$ 50
SECURITY DEPOSIT		\$200	\$400	\$400

*** Saturday and New Year's Eve rentals are a set price, regardless of the number of guests.**

IRS's definition of Civic organizations:

Section 501(c)(4) of the Code describes civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare.

Section 1.501(c)(4)-1(a)(2)(i) of the regulations provides that an organization is operated exclusively for the promotion of social welfare if it is primarily engaged in promoting in some way the common good and general welfare of the people of the community. An organization embraced within this section is one which is operated primarily for the purpose of bringing about civic betterment and social improvements.

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CLEAN UP ROUTINE AFTER RENTAL

1. Waste Baskets - Empty all waste baskets and put in liners
2. Restrooms – Clean sinks, toilets and mirrors. Sweep and wet mop floors.
3. Kitchen – Wipe down counter tops, cabinet fronts, and refrigerator doors. Scour sinks. Sweep and wet mop floor.
4. Bar – Wipe down bar top and bar tables. Wipe down wet bar counter top and scour sink. Vacuum carpeted area and wet mop wet bar area.
5. Front Hallway – Shake area rugs, vacuum carpeted areas.
6. Dining Area – Wipe all tables, vacuum carpeting. Make sure all tables and chairs are back in original position.
7. Meeting Room – Vacuum carpet and clean all glass area.
8. Trash - All trash must be placed in the dumpster. The dumpster key is located on a hook on the inside of the kitchen doorframe.
9. Report any rental issues or damages to the PYC Rental Coordinator

Contacts for Cleaning Services if you wish to have someone clean the facility after your event:

Shirley Myers
8 Rivergate Drive
(757) 868-7164

PYC Contact Information (757) 868-7792

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RENTAL FINAL INSPECTION

Today's Date: _____

Renter: _____

Date Club was rented: _____

Inspected By: _____

Check one or more of the following:

_____ Club is clean with no damage and security deposit should be refunded in full to renter

_____ Club is not clean and \$_____ of the security deposit should be refunded

_____ Club property has been damaged and \$_____ of the security deposit should be refunded

_____ Club Property damage exceeds amount of security deposit

_____ Date Treasurer was notified



PYC Facility Rental Form

Date of Event _____ Change/Cancelation Date _____ (30 days before event date)

Member/Sponsor Information <i>(Member information required for all rentals)</i>	
PYC Member Name	Telephone

General Event Information <i>(Event Information required for all rentals)</i>			
Type of Event (Function); Be Specific			
Setup Time	Start Time	End Time	Finish Clean Up time
No. Guests (Total)	No. Guest under 21	Will alcohol be served?	if yes, what type?

(Select one) Non-Member <input type="checkbox"/> Civic <input type="checkbox"/> <i>(Yellow fields required For Non-Member or Civic Rental Only)</i>	
Contact Person	Email
Address	Telephone
Organization Name <i>(if applicable)</i>	

ALCOHOLIC BEVERAGES MAY NOT BE SOLD.

As a PYC member in good standing and in accordance with the Rental Policies and Procedures which I acknowledge having read and accept, I request the use of the PYC facilities as indicated below. (See Rental Fee Structure on Page 6)

	Amount	Date
Refundable Security Deposit		
(Due 1 month prior to event) PYC Clubhouse Rental		
Total Payment to PYC		
Deductions <small><i>(from Deposit)</i></small>		
Total Deductions from deposit		
Refund Amount		

The PYC member sponsor is in charge of the event and is fully responsible for the actions of all guests and shall oversee the proper use of the building, associated equipment, furnishings, and shall be present for the entire event. (Please refer to Rental Policies and Procedures for detailed descriptions of the responsibilities associated with the use of the PYC facilities).

The renter agrees not to hold PYC liable or seek damages for any losses incurred by the renter if the facility is not available on the rented date because of an act of God, loss of power, or any other event beyond the control of PYC.

PYC is not liable for any personal injuries or damage to personal property incurred while on PYC property or after leaving PYC.

Agreement with all the terms outlined above plus those stated in the Rental Policies & Procedures is indicated by the undersigned.

PYC Member Signature _____ Date _____

Non-Member Contact Signature _____	Date _____
<i>(if applicable)</i>	

Return this document with appropriate checks or money orders to:

* Please make checks payable to
Poquoson Yacht Club

Carol White
139 Cedar Rd.
 Poquoson, VA 23662
 (757) 659-0929