

POQUOSON YACHT CLUB
RENTAL POLICIES AND PROCEDURES
Revised 03/10

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 may rent for member use or non-member use as specified by the Board. The PYC member will be the contact person with the Club Rental Agent.

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.

RULES/GUIDELINES/Renter Acknowledgement

- 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.
- PYC member use rentals are for the member's personal use; non-commercial and not reimbursed by another party.
- 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.
- 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.
- 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.
- Renters may not sell beer, wine, or mixed drinks to guests.
- Events must conform to the Poquoson Noise Ordinance. The Poquoson Noise Ordinance can be acquired by calling the City of Poquoson.
- The maximum number of people is 217; club provided Dining Capacity is 112.
- The time for any rental event is 24 hours.

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- Alcoholic beverages ARE NOT to be served to underage persons as defined by the Commonwealth of Virginia. The designated manager is responsible for all alcohol consumed on the premises.
- There will be no possession, sale, or use of illegal/controlled substances or weapons on the PYC property.
- Pets are not permitted in the buildings or on the grounds during a rental event.
- 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.
- No barbecuing is allowed on the deck or pier. This rule is not applicable to member use rentals. Please refer to rule number 2 for definition of a member use rental. NOTE: The propane tanks must be left full if used.
- Decorations may be attached to surfaces, ceiling and floors with masking tape or other fasteners which WILL NOT leave permanent marks when removed. No decorations may be attached to fabric wall coverings, flags or burgees. NAILS, THUMB TACKS, STRAIGHT PINS, OR STAPLES MAY NOT BE USED.
- Pictures, plaques or other PYC decorations such as flags or burgees may NOT be removed or changed.
- Rice, confetti, or paper petals MAY NOT BE USED; birdseed may be used ONLY OUTSIDE THE BUILDING.
- Only the tables, and chairs in the Banquet Room and bar may be rearranged to meet the needs of the renter. However, these items MAY NOT BE taken outside the building. While moving the bar furniture please insure the furniture is lifted and not dragged over the hardwood flooring. The remaining clubhouse furniture and accessories such as sofas, chairs, tables, bar, lamps, plants, etc. MAY NOT BE MOVED.
- The following areas are OFF LIMITS to renters: KITCHEN PANTRY, BAR STORAGE ROOM, ITEMS UNDER THE BAR, ACCESS TO THE POOL TABLE, and BARBECUE GRILL. This rule is not applicable to member use rentals. Please refer to rule number 2 for definition of a member use rental. NOTE: The normal gaming rates of the PYC apply to pool table usage. PYC consumables (Refrigerated items, Alcoholic Beverages, Paper Plates, Napkins, etc.) are not to be used during any rentals.
- After-event cleanup MUST be done based on the ‘RENTAL EVENT CLEANUP CHECKLIST’.

Renter Initials _____

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Member Guidelines for Sponsors of Non-Member Events

- . Only PYC members are eligible to rent the facility for a non-member event.
- . The PYC member will be the contact person with the Club Rental Agent.
- . 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.
- . 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.
- . The PYC member is responsible for all club property and the conduct of all guests.
- . The PYC member will pickup and return the club key to the Club Rental Agent.
- . The PYC member will keep the club key in his/her possession at all times.
- . 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

- . Submit a check to Poquoson Yacht Club for the security deposit along with a completed Rental Contract to the Club Rental Agent. Fifty percent (50%) of the rental deposit is not refundable if the event is cancelled or changed within 30 days of the scheduled activity. 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.
- . Full payment of the Rental Fee is to be paid prior to 30 days of the scheduled event.
- . Failure of renter to notify the Club Rental Agent of rental cancellation no less than thirty (30) days before the date of the event will result in forfeiture of the security deposit.
- . Failure to abide by rental policies, rules/guidelines, and terms and conditions of the contact will result in forfeiture of the security deposit and immediate revocation of all rental privileges.
- . 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

Appropriate housekeeping supplies will be provided by Poquoson Yacht Club. Please notify the rental coordinator if the appropriate supplies were not available.

DOCUMENTS AND FORMS

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

Rental Fee Structure
Rental Agreement-Member
Rental Agreement-Non-Member
Rental Event Cleanup Checklist

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Non-Member & Civic Event
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Date of Request _____ Date of Event _____

TIMES OF EVENT

Set Up _____
Start _____
End _____
Finish Clean Up _____

Person or Organization Making Request to Rent _____

Type of Event (Function); Be Specific _____

If an Organization, name of Contact Person: _____

Address of Contact Person _____ Telephone _____

PYC Member sponsoring this Event _____ Telephone _____

No. of Guests (Total) _____ No. of Guest under 21 _____

Will alcoholic beverages be served? _____ if yes, what type will be served? _____

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 for the person(s) or organization listed above, use of the PYC facilities as indicated below. (See Rental Fee Structure on Page 9)

	FEE
A. Meeting Room and restrooms only. (No access to kitchen or remainder of Club.)	_____
B. Entire Clubhouse.	_____
• Extra Day Setup Fee \$50	_____
• Security Deposit	_____ \$400 _____
• Total Amount due to PYC	_____

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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 because 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 as well as those stated in the Rental Policies And Procedures is indicated by the undersigned.

PYC Member Sponsor _____
Signature Date

Signature of Person(s) or Organization Contact Person Requesting Rental Date

Return this document with appropriate checks or money orders to
Shirley Myers
8 Rivergate Drive
868-7164

Date Received _____ Rent _____ Security Deposit _____ Total Received _____

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Member Event
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Date of Request _____ Date of Event _____

TIMES OF EVENT

Set Up: _____
Start _____
End _____
Finish Clean Up _____

PYC MEMBER _____
Please Print _____ Telephone _____

Type of Event (Function) (Be very specific) _____

No. of Guests _____ (total) No. of Guests under age 21 _____

Will you be serving an alcoholic beverage? _____ If yes, what type will be served?

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 PYC facilities as indicated below. (See Rental Fee Structure on Page 9)

	FEE
• Meeting/Dining Room and Restrooms only	_____
• Entire Clubhouse	_____
• Extra Day Setup Fee (\$50)	_____
• Security Deposit	_____
Total Amount Due PYC	_____ _____

The PYC member in charge of the event is fully responsible for the action 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 because 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 as well as those stated in the Rental Policies and Procedures is indicated by the undersigned.

PYC Member _____
Signature

Date

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Return this document with appropriate checks or money orders to
Shirley Myers
8 Rivergate Drive
868-7164

Date Received _____ Rent _____ Security Deposit _____ Total Received _____

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Member Rental Fee Structure

<u>Area of Use</u>	<u># of People</u>	<u>Member Use</u>
Entire Clubhouse	1-50	\$150
	51-75	\$225
	Over 75	\$300
	*Saturday	\$300
	*New Years Eve	\$300
EXTRA DAY NEEDED TO SET UP		\$ 25
SECURITY DEPOSIT		\$200

Civic & Non-Member Rental Fee Structure

<u>Area of Use</u>	<u># of People</u>	<u>Civic</u>	<u>Non Member Use</u>
Entire Clubhouse	1-50	\$225	\$300
	51-75	\$350	\$500
	Over 75	\$475	\$700
	*Saturday	\$600	\$1,000
	*New Years Eve	\$600	\$1,000
EXTRA DAY NEEDED TO SET UP		\$ 50	\$ 50
SECURITY DEPOSIT		\$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

- . Empty all waste baskets and put in liners
- . Restrooms – Clean sinks, toilets and mirrors. Sweep and wet mop floors.
- . Kitchen – Wipe down counter tops, cabinet fronts, and refrigerator doors. Scour sinks. Sweep and wet mop floor.
- . 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.
- . Front hallway – Shake area rugs, vacuum carpeted areas.
- . Dining area – Wipe all tables, vacuum carpeting. Make sure all tables and chairs are back in original position.
- . Meeting Room – Vacuum carpet and clean all glass area.
- . All trash must be placed in the Dumpster.
- . 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:

Julie Boulais 757-224-1300 or 757-503-2271

Raico (Coco) Pauley 757-236-2058

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