



## **Rehoboth Bay Sailing Association**

### **RBSA Clubhouse Usage Policy and Procedure**

19 June 2013

#### **Introduction:**

The Rehoboth Bay Sailing Association (RBSA) has an attractive clubhouse featuring a spectacular view of the bay and marshes. While RBSA will allow the use of the clubhouse, on a limited basis for private member functions in accord with the policy and procedure described below, it should be understood that RBSA's primary obligations are to:

1. Ensure that the clubhouse and club facilities are available for the use and enjoyment of all of its members, particularly during the summer season,
2. Schedule and hold sailing events and activities for the membership,
3. Ensure that the private use of the clubhouse by a member has the least impact on the membership in general, and
4. Ensure the safety and security of members, guests, and club property.

#### **Clubhouse Usage Policy:**

*Non-member private events are not permitted.*

NOTE: All aspects of this policy must be met for the request to be considered.

The following policy applies to club members desiring to use the clubhouse for a private event.

1. The maximum total number of guests at any private event at RBSA cannot exceed 125.
2. All private events must terminate by midnight.
3. RBSA members (Life, Sustaining, and Regular RBSA members in good standing) may request the use of the clubhouse for private events, having 20 or more attendees, beginning after Memorial Day through June 30<sup>th</sup>.

NOTE: A. Private member events will not be permitted on any weekend (Friday, Saturday, or Sunday) between July 1<sup>st</sup> through Labor Day or during the time of any other scheduled club event.

- B. Private member events may be requested any time after Labor Day thru OCT 31.
4. No request for a private event with 20 or more attendees shall be granted unless an RBSA representative, to be designated by the Commodore, Club Administrator, or Club Usage Chairperson, is scheduled to be present during the entire event. The fee for this on site representative shall be \$15 per hour.
5. Provided that they do not conflict with any other scheduled club event, RBSA members in good standing may hold a private event with up to 19 attendees without charge provided they first inform and receive approval of either the Commodore, Club Administrator, Club Manager, or Club Usage chairperson and abide by the member responsibilities cited in the above Clubhouse Usage Policy.

6. Alcohol Beverages: Members holding private events at the clubhouse at which alcohol beverages will be provided are responsible for obtaining the proper event permit should such be required.
  - a. RBSA takes no responsibility for those consuming alcohol beverages while guests of club member holding private events.
  - b. The club member will assume full responsibility for his/her guests consumption of alcohol beverages while on RBSA property.

It should be noted clearly that RBBS is not in the “business” of renting the clubhouse nor does it employ staff to run private member events. As such, the individual RBSA member who is approved to hold a private event is required to:

- A. Assume all responsibility for preparing the clubhouse and its facilities for the event, including but not limited to all necessary supplies,
- B. Be on site to monitor the event for its entire duration, including any pre-event setup or post-event clean up time, and
- C. Ensure that the clubhouse is cleaned (preliminary cleaning prior to professional cleaning service), properly secured, and available for use by the general membership within the time period specified in the approved agreement between RBSA and the member.
- D. A professional cleaning service will be required to be contracted to clean the clubhouse after each member’s private event. The expense for this service will be included in the usage contract agreement.

Reminder: After hours during the season and off-season, there is no staff present, the clubhouse is locked, and the entrance gate is closed.

- It is the responsibility of the member approved to hold the private event to ensure that caterers, florists, delivery trucks, cleaning crews, and/or others they employ for the event have necessary access and that they are properly supervised.

#### **Clubhouse Usage Procedure:**

- A. Requests for events with 20 or more attendees must be made by contacting the Commodore, Club Administrator, or the Club Usage Chairperson at least 60 days in advance of the event and will require approval of the RBSA Board of Directors.
- B. Event Fee: The member hosting a private event with 20 or more attendees shall pay per day \$100 base fee, plus \$5 per attendee, plus the cleaning crew fee.
- C. Security Deposit: A \$500 security deposit shall be required for all events with 20 or more attendees. The Commodore and/or his/her designate will inspect the clubhouse the day following the private event, ideally with the member present, to determine if the facility has been returned within the time period specified in the approved agreement without damage in a neat, clean and orderly condition, including all trash having been put in the club dumpster.
  - a. Should damage have been caused or the club left in a condition requiring action by the club (i.e. not cleaned, trash not put into the dumpster, club furnishings or other property not returned to the original location, etc.) requisite amount of the security deposit will be retained by the club and all remaining amounts returned to the member within 30 days.

Note: This policy and procedure may be amended at any time, without notice, at the discretion of the RBSA Board of Directors.