

Policy & Procedures for Rental of the West River Sailing Club

(revised/reviewed 12 Aug 2008, edited: 1Sep 2009:25 Oct 2009, Revised 6 Jan

2010)

1. Club Rental Reservations

- a. Applicants will complete the *Application for Private Use of the Clubhouse*, and enclose a check for \$50 (refunded upon non-approval; credited upon approval). Forward the completed form, and enclosures, to the Chair, House Scheduling Committee (see ¶ 6), who records the transaction, and forwards the rental application to the Rear Commodore, who will confer with the Commodore and the Board, for approval (the Scheduling Committee will apprise the Rear Commodore of potential scheduling conflicts).). If/when the rental request is approved full payment (rental fee, security deposit, and bar fee) and a certificate of insurance (see ¶ 3) are due within 30 days of approval.
- b. Upon approval of the rental, the Scheduling Committee will obtain the renters' check, and forward the check to the Treasurer.
- c. To avoid confusion or scheduling conflicts, the Scheduling Committee will notify the Rear Commodore, Executive Board, Webmaster, Newsletter, and Club Steward of approved rentals.
- d. Occupancy Limits for Rentals: 100 persons for seated lectures
75 persons for banquet with tables

2. Renter responsibilities

- a. The renter is responsible fully for the conduct and actions of their guests. The renter assumes any, and all, liabilities for its function and holds the West River Sailing Club, Inc. harmless. The renter is liable for damages to the clubhouse, facilities, and grounds and is responsible for leaving the premises as clean as it found them.
- b. The renter is responsible for the condition of the premises and Club property, which includes cleaning within 24 hours. If another Club function is scheduled within 24 hours cleanup may be required sooner.
- c. The renter shall NOT block clubhouse exits (exterior doors)!

3. Insurance:

- a. Liability insurance naming the West River Sailing Club as an insured is required as a condition of acceptance of the rental application. This may be obtained by the renter contacting his, or her, homeowner's insurance agent or company and requesting that the West River Sailing Club be added as an insured for liability for the event.
- b. The certificate issued by the renter's insurance company must include the policy number, date of the policy expiration and be for at least \$300,000 liability coverage. A copy of the certificate shall be forwarded to the Scheduling Committee.

4. Alcoholic Beverages - To consume alcoholic beverages at the WRSC, the renter must obtain a license from the Anne Arundel County Liquor Board. There are two types of permits: 1) includes Liquor, Beer & Wine; 2) includes Beer & Wine. A permit is required for each day that alcoholic beverages will be served. If dancing and or music are included as rental activities, the license must contain this information (About 10 days prior to the event) – Copy will need to be send to Clubhouse Rental Chair (Carole McCullough)
5. Clean up, and, return of Security Deposit
 - a. Removal of trash resulting from the event is the responsibility of the renter. Trash containers must be emptied into the dumpster adjacent to the entrance gate. Emptied trash containers shall be returned to the clubhouse. The clubhouse, grounds and facilities shall be as clean as they were when the event began.
 - b. After the rental, an inspection shall be conducted by the House Chair, or the Club Steward.
 - c. If the inspection is satisfactory, the Scheduling Chair shall notify the Treasurer that the security deposit may be returned to the renter.
 - d. If the inspection is *not* satisfactory, the Rear Commodore will advise, in writing, the renter that the security deposit, or portion thereof, will not be returned and the reason therefore. The Scheduling Chair notifies the Treasurer of the amount of the Security Deposit to be returned to the renter. Repairs must be made as directed by the West River Sailing Club, House Chair. If the cost of repairs exceeds the amount of the security deposit, an additional assessment will be made of the renter. Any assessment will be due and payable upon notification.
6. Applications for clubhouse rental shall be sent to:

Carole McCullough
 PO Box 123
 Shadyside, MD 20764
 P 301 906 1505 F 410 867 9193 cam@afsolutionsllc.com

7. Suggested contacts for clubhouse cleaning:

Karen Glenn
 Edgewater, MD
 410-956-2211 (H)
 410-563-0326 (O)

Approved:

_____ Date: _____

Attachment: Application for the Private Use of the Clubhouse

WRSC "Rules for Private Use of the West River Sailing Club"

West River Sailing Club

Application for Rental of the Clubhouse

I, _____, do hereby request rental of the West River Sailing Club (WRSC) clubhouse and grounds for the following event. I will be in attendance and I accept responsibility for any and all injuries and liabilities, directly or indirectly, associated therewith:

Name of Event: _____

Date of Event: _____

Time of Event: From _____ until _____

Expected number of persons attending: _____ (see *Rules....* for occupancy limits)

Expected number of WRSC members attending: _____

I have read the *Policy & Procedures for Private Use of the West River Sailing Club* and agree to abide by them. I will ascertain that clubhouse exits (exterior doors) will not be blocked!

Attached herewith is my check for the application fee. Other fees and the Certificate of Insurance will be furnished within 30 days of approval. In the event that a certificate of insurance naming the WRSC as insured is not provided prior to the period of reservation, this agreement becomes void, and the reservation is canceled.

Address of the person submitting the application:

Home phone: _____ Business phone: _____

E-mail: _____

House & Grounds Fee: \$150 Dock & Moorings Fee: \$ 0 Bar Fee: \$ 0

Security deposit: \$500

Application approved: _____ Date: _____

For the West River Sailing Club