

POQUOSON YACHT CLUB
RENTAL POLICIES AND PROCEDURES
Revised February 2023

SECTION I: 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 or a board appointed representative are eligible to sponsor a PYC rental. If no member sponsor is available a board representative will be appointed. 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.

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 clean up and all tables and chairs have been restored to proper order by the renter, 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.

SECTION II: RULES/GUIDELINES

A) Rules/Guidelines

1. There will be one adult (21 years of age or older) chaperon for each group of 10 attendees who are under 21 years of age.
2. Events must conform to the Poquoson Noise Ordinance. The Poquoson Noise Ordinance can be acquired by calling the City of Poquoson.
3. The maximum number of people allowed in the club based on the Fire Code is 217; club provided Dining Capacity is 120.
4. The time for any rental event is between 10:00 AM to 12:00 Midnight. The hours may be flexible based on renter needs and other PYC commitments for the facility.
5. **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 and renter are responsible for all alcohol consumed on the premises.
6. Possession, sale, or use of illegal/controlled substances or weapons on the PYC property is strictly prohibited.

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7. Pets are not permitted in the buildings unless they are a designated service animal wearing a service vest during a rental event.
8. 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 -appropriate butt containers.
9. 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. Non- member renters may not use the PYC owned barbecue grill.
 - d. **Member Use Rentals.** Please refer to rule number 2 for definition of a **Member Use Rental**. If the PYC grill is used, the propane tanks must be left full.
10. 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.**
11. Pictures, plaques or other PYC decorations such as flags or burgees may **NOT** be removed or changed.
12. Rice, confetti, or paper petals **MAY NOT BE USED**; birdseed may be used **ONLY OUTSIDE THE BUILDING**.
13. 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.**

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

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

15. After-event cleanup MUST be done based on the ‘RENTAL CLEANUP ROUTINE’.

B) PYC Member Use Rentals

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 walk through prior to the event. The time and date of the per-event walk through will be determined by the Club Rental Agent.
4. The PYC member MUST be present during the event and acts as the designated manager. The PYC member is responsible for all Club property and the conduct of all guests.

Renter Initials: _____

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A. Member Guidelines for Sponsors of *Civic Use Rental* , *Approved Groups* and *Non-Member Rental Events*.

1. PYC members are eligible to rent the facility. A PYC member or a board representative is eligible to sponsor a PYC rental.
2. The PYC member or the board representative will be the contact person with the Club Rental Agent.
3. The PYC member or the board appointed representative, the non-member, and the Club Rental Agent must perform a walk through/tour.
4. The PYC member or the board appointed representative must be present during the event to include pre-event setup and post-event cleanup and act as the designated manager during the event.
5. The PYC member or the board appointed representative is responsible for all club property and the conduct of all guests.
6. The PYC member or the board appointed representative will pickup and return the club key to the Club Rental Agent.
7. The PYC member or the board appointed representative will keep the club key in his/her possession at all times.
8. The Club Rental Agent to conduct a final inspection to insure that there is no damage.

P YC Member Sponsor _____

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SECTION III: RENT AND SECURITY DEPOSIT

- A. 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.
- B. Payment**
1. The Security deposit is due the day the rental agreement is submitted for consideration.
 2. Full payment of the Rental Fee is due 30 days prior to the scheduled event.
 3. Failure to provide full payment for the rental prior to the cancellation date will be considered an automatic cancellation.
- C. Cancellations**
1. **The Cancellation/Change deadline is 30 days prior to the event.**
 2. **A full refund will be provided if an event is canceled before the cancellation deadline.**
 3. **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.**
- D. Changes**
1. Changes to the date of the event may be made prior to the cancellation date, subject to availability, without penalty.
 2. Changes made after the cancellation date will result in a penalty of 50% of the security deposit.
 3. Date changes could result in a rate change.
 - a. If the rate increases, the difference is due at the time of the change.
 - b. If the rate is less, the difference will be refunded with the security deposit.
- E. 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.
- F. 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.

SECTION 4: DOCUMENTS AND FORMS

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

Rental Fee Structure

Universal Rental Agreement

Renter Initials: _____

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Rental Fee Structure

	<u>Civic & Social Member & Approved Groups</u>	<u>Non-Member Use</u>
Monday - Thursday	\$300	\$400
Sunday	\$400	\$600
Saturday	\$600	\$1200
Holidays:		
• New Year Eve	\$600	\$1200
• Easter, Thanksgiving, Christmas	\$400	\$600
Security Deposit	\$400	\$400

Civic Organizations :

Civic leagues and Organizations must be nonprofit and have tax exempt IRS status to qualify for a civic rental.

Approved Group Rentals: These applications are approved at the discussion of the Board of Directors

Sound System is Available at no charge, No Microphones are provided with the unit.

RENTAL CLEAN UP ROUTINE

1. **Trash cans** - Empty all trash cans and put in liners
2. **Kitchen** – Clean up kitchen area, run dishwasher for all PYC dishes, glassware, pots and pans that have been used
3. **Trash** - All trash must be placed in the dumpster. The dumpster key is located on a hook on the inside of the kitchen door frame.
4. **Report** any rental issues or damages to the PYC Rental Coordinator

Renter Initials: _____



PYC Facility Rental Form

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

Member/Sponsor Information (Member information required for all rentals)

PYC Member Name _____

Telephone _____

General Event Information (Event Information required for all rentals)

Type of Event (Function); Be Specific _____

Setup Time **10:00 AM**

Start Time _____

End Time **12:00 Midnight**

Finish Clean Up time _____

No. Guests Total _____

No. Guest Under 21 _____

Will alcohol be served _____

If yes, what type _____

(Select one) **Non-Member** ☐ **Civic** ☐ (Yellow fields required For Non-Member or Civic Rental Only)

Contact Person _____

Email: _____

Address _____

Telephone _____

Organization Name (if applicable) _____

ALCHOLIC 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)

Deposit refunds will be mailed back to the name and address on the deposit check.

	Amount	Date
Refundable Security Deposit		
(Due 1 month prior to event) PYC Clubhouse Rental		
Total Payment Due		
Cleaning		
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 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 _____
(if applicable)

Return this document with appropriate check or money orders to the Rental Chairman

In order to rent the club on a Saturday night at the Member Rate you must be a member for 6 full months.

*** Please make checks payable to PYC or Poquoson Yacht Club**