



Rehoboth Bay Sailing Association

RBSA Clubhouse Usage Policy and Procedure March 1, 2024

Introduction:

The Rehoboth Bay Sailing Association (RBSA) has an attractive clubhouse featuring a spectacular view of the bay and marshes. While RBSA will allow members to use the clubhouse, on a contracted and 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.

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. All private events must terminate by midnight.
2. RBSA members (Life, Sustaining, and Regular RBSA members in good standing) may request the use of the clubhouse for private events beginning. Private member events will not be permitted on any weekend (Friday, Saturday, or Sunday) between Memorial Day through Labor Day, during the time of any other scheduled club event, or in any way that interferes with members usage of the club.
3. No request for a private event 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.

Clubhouse Usage Procedure:

- A. Requests for events must be made by contacting the Commodore, or Club Manager 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 shall pay per day \$500 base fee, plus \$5 per attendee, plus the cleaning crew fee.
- C. Usage Contract Agreement: The parties will enter into a written usage contract agreement.

- D. 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
- E. 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. The member is responsible for any and all damage even if it exceeds the amount of the security deposit.
- F. 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.
- G. RBSA takes no responsibility for those consuming alcohol beverages while guests of club member holding private events.
- H. The club member holding the event will assume full responsibility for his/her guests' consumption of alcohol beverages while on RBSA property.
- I. It should be noted clearly that RBSA 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:
- Assume all responsibility for preparing the clubhouse and its facilities for the event, including but not limited to all necessary supplies,
 - Be on site to monitor the event for its entire duration, including any pre-event setup or post-event clean up time,
 - Clean the clubhouse before the event to the members satisfaction and ensure that the clubhouse is cleaned by a professional cleaning service after the event; properly secured during and after the event; and available for use by the general membership within the time period specified in the approved agreement between RBSA and the member.
 - 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.
 - Ensure that caterers, florists, delivery trucks, cleaning crews, and/or others they employ for the event have necessary access to the property, and are supervised at all times by the member.
 - The member is responsible for any damage caused to the RBSA clubhouse and property during the event.
 - There is no staff present, the clubhouse is locked, and the entrance gate is closed after hours during the season and throughout the entire off-season.