

CLUB USE AND CLUB RENTAL**Rules For Arranging Club Events & Club Parties:**

1. Club events are events or parties planned for the benefit of all members.
2. The Board of Governors and/or OSYC Auxiliary typically plan such events.
3. Individual members may initiate club parties or club events for the benefit of all members provided they are not for the purpose of earning personal profit. Request that any member wanting to suggest or request club wide parties or events do so via the OSYC Auxiliary.
4. Requests for club events shall be submitted in writing to the Club Manager for consideration by the Board -- email is preferred method of request.

General Use and Rental Rules:

1. Club members may rent certain club facilities, excluding the pool, for personal events or parties up to one year in advance. Rental fees depend upon the amount of club facilities being utilized. The Club Bar, rest rooms, and pool shall be accessible to all members when the club is used for any rental activity during normal operating hours
2. The Manager and Rear Commodore will maintain a fee schedule as approved by the Board of Governors. Fees are based on demand (time of year and day of week), on Breakfast (7-10:00 AM), Lunch 11:00 AM – 2:00 PM) and Dinner (4-10:00 PM) schedule, amount of club facilities used, and extras requested.
3. The Manager will maintain a schedule of events/usage for: the Dining Room, the Rashka Room, Downstairs and the Pergola. The schedule will be posted to the club calendar on the club's website.
4. An event or function is considered "requested" when the Manager acknowledges the request. The Manager will hold a request for one business day without a deposit. An event or function is considered "reserved" when the Manager accepts the deposit. Reserved means, the requester has first place standing among any and all other individual requestors for that date/time/location. An event is "booked" when both the deposit is paid and the Board of Governors approves the event. Non-booked events – e.g., those that have NOT PAID a deposit may be bumped by a OSYC sponsored event or a paying rental event up to seven days prior to the event date.
5. Functions sponsored by the Yacht Club or any of its activities (Board of Governors, OSYC Auxiliary, Sailing, etc.) take priority over any private party in the club, PROVIDED, that such activity is scheduled with the Manager in advance of any paid rental agreement with the private party.
6. The Board of Governors may authorize rentals to non-members of the club if such rental is in the best interest of the club.

7. OSYC facilities will be available for rent by members and non-members with the following stipulations:

a) Members desiring to rent facilities must be in good standing.

b) In one calendar year, Members may book up to three events in the Dining Room or downstairs at member's rates. For events beyond three in a calendar year, non-member fees will apply.

c) . Non-members may reserve for rental certain club facilities up six months in advance.

d) All facilities and equipment must be cleaned by the renter unless arrangements are made in advance with the Manager (i.e. cleaning fee paid). A refundable cleaning deposit \$100 minimum is required for all non-member events.

e) Request for rental must be made in writing (email preferred) and submitted in sufficient time for action by the Manager and/or Board of Governors.

f) All alcoholic beverages consumed at the club at all times must be purchased from the club. State ABC rules prohibit bringing outside alcohol on club grounds.

8. Parties or events not specifically covered by these rules will be referred to the Board of Governors for approval or disapproval.

9. OSYC sells food for private parties and has first right of refusal for all food for all Dining Room events and for non-member parties or events anywhere at OSYC. Any exceptions must be coordinated through the Manager.

10. A fee shall apply to the use of the Bob Rashka Board Room.

11. Private events that involve opening the club when the club is not ordinarily open, and events that stipulate the exclusive use of any club area, i.e. the entire Dining Room, and/or events that require bringing in additional staff, will require payment of a fee.

12. A minimum deposit of one-half of the fees (private use rental) and full cleaning deposit is required from renter at time of request to secure the facility and will be forfeited as liquidated damages if canceled within 30 days prior to the scheduled event, unless the club can rebook the same space, for the same period.

13. A non-refundable deposit specified by the Manager of not less than 50% of fees for food and any specialty items must be paid not later than seven days prior to an event.

14. Remaining fees must be paid prior to the day of the scheduled event.

Rental or use of club by Members:

1. Members desiring to schedule a personal event/private party at the club (whether exclusive use or not) should notify the Manager as far in advance as possible (generally not later than two weeks prior to the event) to avoid conflicts with other events.
2. Clubhouse exterior facilities (Downstairs, Pergola, or upstairs deck) may be scheduled by members for personal use without charge for small personal (family-type) gatherings (less than 30 people) provided they are scheduled in advance with the Manager and are not for the purpose of obtaining profit. Such events may not exclude any member access to any area of the Clubhouse or facilities. If more than thirty persons are present, there will be a rental charge.
3. Events that include exclusive or private use of any area of the club (Pergola, Downstairs or Dining Room) require approval of the Board of Governors and a rental fee will apply.
4. When the club is not offering food service, members may bring or have delivered small food items provided they clean up. Members are allowed to bring their own food and non-alcoholic beverages downstairs provided they clean up.
5. Members may cook or prepare foods downstairs only in designated areas.
6. Members wishing to schedule a meeting or gathering of any "special interest group" (that is a group with one or more OSYC members belonging to the "special interest group too) must apply to the Manager for approval. **Ordinary member rental fees apply.** Exceptions to rental rates will be considered by the Board of Governors on a case-by-case basis based on mission of organization, alignment with OSYC objectives, time of day and day of week.
7. Events requested by members will not be considered "booked" unless and until deposit fees are paid. Any paying event may bump a non-paying event up until seven days prior to the event.
8. A member may request free use of the Dining Room at times when the Dining Room is not in use for a club event or other booked event with the following stipulations:
 - a) Free use is limited to small personal (family-type) gatherings of less than 30 people during times the club is open and the private gathering does not interfere with other members use and enjoyment of the club.
 - b) Closing the Dining Room doors would be considered Private Use.
 - c) Fees apply for room setup, linens, use of kitchen, cleanup, etc.
9. Any Member scheduling an event is expected to be present during the event and is responsible for guest conduct and compliance with all OSYC Rules.
10. "Clean up and leave it better than you found it." Member is responsible for clean up of facilities used (including grounds). Clean-up must meet the club managers' approval or additional cleaning fees will apply.

Rental by Non-Members:

1. Non- Members desiring to schedule the Clubhouse for private parties should be referred to the Manager or Rear Commodore as far in advance as possible, but the Board of Governors will give preference to member's requests and will not ordinarily approve events for non-members more than six months in advance . A Request for Reservation Form shall be used and submitted through the Board of Governors, if applicable.

2. Non-Member Private Dining Room events may not restrict use of the Member's bar when the bar is open.

3. Renter is responsible for clean up of facilities used (including grounds). Clean-up must meet the club managers' approval or \$100 or more will be deducted from the deposit.