



Policy for Member Use of the Club

Members may use the Club's facilities for groups of more than 15 people by following the procedures below. It is the underlying intent of this policy to ensure that your private event makes appropriate use of the Club's facilities and does not exclude normal access by other members; Club activities take precedence.

Use of Kitchen Facilities (everyday member use, not for scheduled private events):

1. Equipment is available for member use (pantry contents excluded). It is to be used only for its intended purpose, and must be cleaned, dried and returned to its original storage location at the end of the day. This also applies to grilling tools.
2. Additional equipment should not be left or donated without prior agreement of RC Entertainment.
3. The commercial coffee pot is available only for Club functions, scheduled catered events or with the permission of RC Entertainment.
4. All appliances must be turned off at the end of the day.
5. Food must be properly wrapped and stored.
6. All garbage is to be disposed of in trash containers; if it doesn't fit, the excess is to be put in the dumpster in the parking lot.
7. Members and their guests may not leave alcoholic beverages in the kitchen or elsewhere at the club when they are not on club property unless it is locked in their personal locker. Any alcoholic beverages left in violation of this rule will be confiscated or discarded.

Scheduling for Private Events:

To schedule an event, contact the Club Use coordinator (as identified in the Club Use application) to reserve the date and then submit an **Application for Use of Club Facilities** to the Treasurer, along with one check in the amount shown on the application based on gathering size. Events should be scheduled at least two weeks in advance. The Treasurer will deposit your check and forward your application to the Rear Commodore Entertainment, the Steward and the Club Use coordinator.

Requests will be considered on an as-received basis. Approval for events is at the discretion of the RC Entertainment, who confirms the requested dates. Approved events will be posted on the Use of Club calendar for the awareness of other members.

Your check for a per-person donation to the Club and security deposit should be made payable to Chelsea Yacht Club and sent with your Application for Use of Club Facilities to the Treasurer. The reserved date will not be confirmed until your check is received.

If, after your event, the facilities are found to not be in acceptable condition (all areas clean; pots, pans, utensils, tables, chairs and any other items used cleaned and put away, etc.), your security deposit will not be refunded. If any Club property is missing or damaged, you will be charged to repair or replace it.

Available Facilities for Private Functions:

Inside the Club house, you may use the kitchen, meeting room (60 people maximum, the fire code occupancy limit), and fireplace room (40 people max.). Equipment in the Pantry may only be made available with permission of RC Entertainment. You may also use the Club's tables and chairs. Outside the Club house, you may use the picnic tables and benches and the covered patio; however, you may not use **all** the tables and benches. On race Sundays, event size will be limited to 50 people, activity must be confined to South of the flag pole, and the kitchen may not be used. For outdoor gatherings of 100 or more people, you must supply seating to supplement the Club's supply, and must confine your activity to the South of the flag pole. For events of this size, you must provide your own tent, so as not to exceed the fire code occupancy limit of the building in the event of rain, and a porta-potty, so as not to exceed the Club's plumbing capacity. All Club equipment is available for use "as is".

Permission for an event does include shared use of the kitchen. Adequate refrigeration is available in the new kitchen, subject to Club requirements.

The Club's tent is 25'x25' and so is suitable for only a small group. To obtain the tent, see the RC Grounds. The tent must be put up and taken down the day of use, unless agreed otherwise with RC Grounds. You are responsible for putting the tent up and taking it down. An additional donation for use of the Club tent in the amount shown on the application must be included with the per-person donation to the Club.

Launch: During normally-scheduled times, the primary purpose of launch service is to transport members and their guests to and from their vessels.

Member's Responsibility:

The Club facilities are available only to a CYC member, who must be present during the entire duration of the event. The CYC member assumes complete responsibility for:

1. **Prohibiting the service of alcoholic beverages to anyone less than 21 years of age.**
2. Observing all alcoholic beverage control rules and good common sense in the dispensing or availability of alcoholic beverages.
3. Controlling parking of all guests, including maintaining access to the boat ramp
4. Not allowing guests on the docks unless accompanied by a CYC member
5. Young children are not permitted on docks unless accompanied by an adult. All children 12 years of age or under must wear personal flotation devices (PFD's) when on docks, in Club boats, or near the water's edge.
6. Ensuring appropriate conduct of guests at all times, including compliance with Club Rules
7. Conduct of contractors
8. Returning the facilities and equipment to "as found" or better condition
9. Regulating loud music or noise according to local ordinances.
10. Garbage removed to dumpster in parking lot. (see Clean-Up section below)
11. Signs and/or attendant to direct parking. (see Parking section below)

Instructions for Caterers:

1. General: Availability of facilities and equipment, and placement of caterer's cooking equipment, tables, etc., must be arranged with the RC Entertainment before the event. Consideration must be given to member use of the Club during the event.
2. Caterers or other contractors may park behind the clubhouse, but not so as to prevent access of emergency vehicles; keys must be left in the vehicle.

3. Caterer is expected to supply own pots, pans, trays, serving equipment. The Club's commercial coffee maker is available for use.
4. Cooking equipment must not be set up under awnings or tents, nor on walkways or driveway. Large grill operations should be behind Clubhouse due to smoke and safety.
5. All equipment and floors must be left clean at the conclusion of the event.
6. All garbage is to be disposed of in the Club's dumpster, located in the parking lot.

In the event that there is surplus food, it should not be left at the Club without prior agreement of the RC Entertainment. Any food left should be properly stored.

Signs and Decorations:

You must remove any signs or decorations you put up for your event promptly after its conclusion. If you put up direction signs off Club property, you must take these down immediately following the event.

Parking:

Ask your guests to park in the two fenced Club lots, not on the public streets. For large groups, a parking attendant is suggested. Advise your guests of the officer parking area and ask that they not use the unfenced area next to the steward's house so that these will be available to other Club members.

Clean Up:

Please leave the Club and its grounds in the same (if not better) condition in which you would like to find them; this includes emptying all used garbage cans and taking your trash to the dumpster, removing your items from the refrigerator, and cleaning the coffee makers. You must clean up the facilities immediately after the event concludes, before you leave the premises, or the security deposit will be applied to clean up after you.

Policy Owner: RC Entertainment

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