

Member Sponsored Event Request

Name of event:

Date(s) / time of event:

Date/time when pre-event setup, if any, will begin:

SLSC member with overall responsibility:

Total number of people expected:

Number of non-SLSC visitors expected:

Number of overnight visitors expected:

Time and date when house & grounds cleanup will be completed:

Will alcohol be served at this event?

I have read and understand the guidelines for Member Sponsored Events

SLSC House & Grounds Clean-Up Check List

- Empty all garbage cans in the house and on the grounds into the dumpster and replace all liners.
- Collect all recyclables from the grounds and house and place in proper receptacles. Place in plastic bags if recycling bins are full.
- Collect all dishes, glasses and clutter from around the house.
- Run dishwasher(s).
- Return furniture to normal positions.
- Vacuum all carpeted surfaces on all floors of the club house.
- Wet mop the kitchen, downstairs bathrooms and (if necessary) upstairs baths.
- Check and replace all toilet paper and paper towel in the house.
- Sweep front porch and damp mop if needed.
- Scan house and grounds for items guests may have left behind.

MEMBER SPONSORED EVENTS Revised October 2010

SLSC members (regular, student or honorary only) may invite guests to use the house and other facilities for social activities. The following is designed to assure safety, preserve the condition of the house and grounds, and minimize inconvenience for other SLSC members.

Event Size: Notification and charges:

Fees (checks payable to "Saratoga Lake Sailing Club") shall be paid in advance.

Regardless of the number of people, there is a \$5 charge for each non-member who stays at the Club overnight.

1) Small parties: Fewer than 8 people and fewer than 3 people overnight.

No notification is required. Check the SLSC calendar to avoid conflicts, even for small parties.

2) Medium-sized parties. Maximum: 14 people for daytime and 4 people overnight.

The Flag Lieutenant House shall be notified at least 48 hours prior to the event and the event shall be scheduled on the SLSC calendar. There is a daily group charge of \$25 for in-season events (May-October) and a \$50 charge for (November-April).

3) Large parties: Maximum: 30 people for daytime and 10 people overnight.

Flag Lieutenant House notification and approval is required a minimum of two weeks prior to the event. The daily group charge is \$50 (May-October) and \$75 (November-April).

4) Very large parties: More than the large party maximum.

Executive Committee notification and an impact statement are required 45 days prior to the event. The impact statement shall include arrangements and facilities for cooking and kitchen use, water use, parking, added toilets (if needed), setup/takedown plans and times, together with any unusual requirement imposed on the house and grounds. Instead of a daily group charge, there is a \$5 daily charge for each person attending the event. Contact Flag Lieutenant House for more information.

Event Approval

Generally, only one of the larger-party events will be approved on a given day, on a first-come, first-serve basis. These events will not be scheduled to conflict with Club-sponsored activities, which include regular Club races, regattas and Club social events. Member-sponsored events associated with commercial or work-related activities will not be approved. The Club will not approve proposals to make the clubhouse a regular meeting place for non-profit groups, like the Scouts. Controversial and unusual requests will be considered on a case-by-case basis by the SLSC Board.

Event guidelines:

Member-sponsored events are not granted exclusive use of any SLSC facilities. Club members take precedence, including the use of kitchen and picnic facilities. However, it is expected that club members will cooperate with member-sponsored events.

The member who sponsors the event must be present at all times, including overnight use.

The Clubhouse should be left as clean as it was found and there should be no excessive use of Club resources, such as paper products. Cleanup should be completed by noon of the day following the event (or 9am if a club-sponsored event takes place that day). The sponsor is responsible for cleanup.

Alcohol (if part of a member-sponsored event) will be served in a responsible manner in compliance with the laws of New York State and the Alcohol Policy of SLSC. No alcohol will be left at the club overnight or after the event has concluded.

Overnight lodging is confined to the second and third floors of the Clubhouse, or to camping on the lawns.

No dogs are allowed.

Parking is allowed only in designated areas, and not in the boat park.