

## Reservation Form for Facility Use

Date of Application \_\_\_\_\_

SLYC Club member's Name      **LAST:** \_\_\_\_\_      **FIRST:** \_\_\_\_\_

Telephone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Email \_\_\_\_\_

EVENT INFORMATION

Date of Event \_\_\_\_\_ Nature of Event, (i.e. wedding, fundraiser, etc.) \_\_\_\_\_

Day of Week \_\_\_\_\_ \*Time From \_\_\_\_\_ \*Time To \_\_\_\_\_

*\*Time includes setup and cleanup*

Is the event for:    Family Use     Non-Family Use

Number of Persons Attending:    13 – 24     25 - 49     50 - 75

Will Galley be used?    Yes     No     Will BBQ be used?    Yes     No

Will Alcohol be served?    Yes <sup>1</sup>     No     Will Club bar be used?    Yes <sup>2</sup>     No

<sup>1</sup>If Alcohol is served, what hours will Alcohol be served?    **Beginning Time** \_\_\_\_\_    **Ending Time** \_\_\_\_\_

<sup>2</sup>If SLYC bar is used, a board member must be present    Name of board member: \_\_\_\_\_

Will a professional cleaning service be used?    Yes     <sup>2</sup>No

<sup>2</sup>If No, how will cleanup be performed?  
\_\_\_\_\_

Do you need tablecloths?     Yes     No    Do you plan on using club's paper products?     Yes     No

PLEASE NOTE THE FOLLOWING RULES

1. **This Application shall be submitted to the Rear Commodore, at least two weeks prior to the next scheduled Board meeting;** member need not be present. You do not have a confirmed reservation until the Board grants it. Rear Commodore does not have the authority to reserve or grant approval.
2. **RULES GOVERNING THE USE OF THE SAN LUIS YACHT CLUB** is located at the end of the SLYC directory – and is attached to this form. Please use them as a guide for your event. A Completion Checklist is also attached for completion at end of event.
3. **IF ALCOHOL IS BEING SERVED:** The **ATF Mandates** and is a **condition of our liquor license** that the following be observed:
  - a. **Registration:** All persons **must sign the register and wear a name badge prior** to alcohol service.
  - b. **Minors may not be served or sit at the bar** while alcohol is being served.
  - c. **Absolutely no alcohol may leave the premises!** To ensure that this practice is kept, no drinks of any kind (including non-alcoholic) should leave the clubhouse once served.
4. Dues Paid?  Yes     No    Volunteer Date(s) \_\_\_\_\_ Please record completed and/or scheduled service dates:    Date \_\_\_\_\_    Date \_\_\_\_\_
5. Reservation fee & Cleaning Deposit fee checks attached to Application?    Yes    No

My **signature** below acknowledges that I have **read** and **understand** the rules governing use of the San Luis Yacht Club. Any questions regarding use should be directed to the Rear Commodore.

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rear Commodore/designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### SLYC BOARD USE

Reservation Fee \_\_\_\_\_ Cleaning Deposit (separate check) \_\_\_\_\_

Reservation Check # \_\_\_\_\_ Cleaning Deposit Check # \_\_\_\_\_

## **RULES GOVERNING USE OF THE SAN LUIS YACHT CLUB**

All of us enjoy our Club. We are welcome to use it any time. We agree to provide a quality atmosphere by following the rules out of respect for the Club's membership. All members are expected to volunteer service to the Club.

### **A. General Rules:**

1. The Clubhouse is for the use of SLYC members, their immediate families and guests only. When immediate family or guests use the Clubhouse, a current adult member of the Club must accompany them. The member's Card Key is only to be used by the adult Flag or Honorary Life member to whom it was issued. Associate members may bring guests.
2. A Member in Good Standing is a Flag member who (a) has abided by the rules of the Club, (b) has timely paid their dues, and (c) has fulfilled their Club service. Each Flag Member is required to sign-up for their service when s/he pays their annual dues. Service consists of but is not limited to, serving as: a cook for a brunch, dinner or Wet Wednesday, a Bar Host for two events, a Race Committee member for two races or completing an In-Kind Service, like clubhouse and boat maintenance, water taxi captain, or other service approved by the Vice Commodore.
3. Use of the Clubhouse for any private or unscheduled activity for more than 12 people requires a reservation approved by the Board of Directors, even if there are multiple flag members present in the party. Only Members in Good Standing may apply to reserve the Club. The responsible member must be physically present throughout any event or activity, including setup and cleanup. Any event or activity at the Club must be approved by the Board of Directors as provided by these Rules in Section B "Procedures for applying for use of the Clubhouse" except any member may use the Club for private or unscheduled activity without Board approval so long as all of the following requirements are met:
  - a. At no time may any particular member's group consist of more than 12 individuals (including children, guests, members, or any other person);
  - b. One flag member must be responsible for the activity as well as being physically present throughout the event including setup and cleanup; and,
  - c. The responsible member must assure that the number present never exceeds the limit of 12 and may be subject to discipline for failure to do so.
4. The Clubhouse may not be reserved for more than one event at a time.
5. The SLYC approved calendar has priority over all activities.
6. Users of the Clubhouse are responsible for the facilities and contents during period of use. No smoking (including e-cigarettes) is allowed on Clubhouse premises, which includes inside the Clubhouse, the attached private deck, and the entryways from the pier and from the beach. No pets, with the exception of Assistance Dogs, are allowed on Clubhouse premises. Restitution for loss or damage will be required. All users, including users reserving the

Clubhouse, agree to hold the SLYC and its Board of Directors harmless for any bodily injury or property damage that results from their use of the Clubhouse.

7. Loss of equipment due to theft or vandalism during or after the use of the Clubhouse because of failure to secure the entire building is the responsibility of the approved user.
8. Should the Clubhouse be left in disrepair or not clean at the conclusion of the reserved time, there will be a minimum charge of \$150.00. Additionally, the approved user will be charged for any repairs or cleanup plus a \$20/hr charge for Club member labor deemed necessary by the Board of Directors.
9. The Clubhouse may not be used for meetings in support of any particular political candidate or initiative unless the meeting is related to Club, a maritime objective or otherwise approved by the Board of Directors.
10. The maximum number of people allowed in the Clubhouse for a reserved event is 75. A reservation does not prevent other members from using the Clubhouse at the same time. Please be courteous to others using the Clubhouse.
11. The Clubhouse may not be reserved for any private or unscheduled activity after 3 PM on Fridays nor after 8 PM on Saturdays before the first Sunday in the month, any Sunday, or Holiday throughout the year. Additionally, Saturdays may not be reserved from Memorial Day Weekend through Labor Day Weekend.
12. Only SLYC alcohol from the bar may be served when the bar is officially open. This applies to Club events, as well as reserved functions. Members may bring their own alcohol at any other time and said members will be responsible for anyone consuming that alcohol.
13. Any event of 50 or more people that serves alcohol, including Club alcohol, and any event of 25 to 49 people that serves their own alcohol must have appropriate security guard(s) as determined by the Board of Directors. The SLYC will obtain the appropriate security guards and charge a fee to the reserving member at the time of reservation.
14. Consumption of alcohol by minors will result in termination of membership of those deemed responsible.
15. The SLYC strictly abides by all applicable laws, ordinances and regulations of whatever nature as they apply to the operations of the Club.
16. An amendment to the Rules Governing the Use of the San Luis Yacht Club must be carried by a majority vote of the Board of Directors (proxies not permitted) present at a regularly scheduled Board Meeting and the amendment must be stated in the notice of the meeting.

**B. Procedures for Applying for Use of the Clubhouse:**

1. Applications for use of the Club shall be submitted to Tom McNeill (director-2@slyc.org), at least two weeks prior to the next scheduled Board Meeting. The application shall be presented by Tom McNeill or his/her designee for Board action; member need not be present.
2. All prospective users must complete and sign an application form. This application form includes an agreement to care for and accept liability for the use of the Clubhouse.
3. The cleaning deposit, use fees, and security fees, if applicable, must accompany the application form.
4. If the application for use of the Clubhouse is for a memorial service for the member or a close family member, and the member is a "Member in Good Standing," the Club will waive the normal use rental fee. Tom McNeill will poll the Board members and give them 24 hours for replies and comments. If a majority is in favor, Tom McNeill will place the event on the calendar. The Board will then act on a formal vote at the next meeting.

### **C. Rules of Conduct:**

1. All SLYC members and their guests shall observe common courtesy and generally accepted standards of social and moral behavior.
2. In accordance with Federal and State laws, SLYC will enforce a "Zero Tolerance Policy" on illegal drug use.
3. All SLYC members and their guests shall observe generally accepted standards of social and moral behavior. The San Luis Yacht Club has the responsibility to provide a healthy environment to all members whereby communications and interactions are marked by dignity and respect. Members and guest should refrain from making comments or engage in behavior that can be deemed disrespectful towards other members regarding race, religion, sexual orientation, age, disability, political beliefs, ethnicity and other forms of discriminatory behavior. Members and guests should not make comments or physical advances of a sexual nature towards each other that are unwanted, hurtful, and distasteful. Public displays of anger, profanity, intoxication, obnoxiousness, threats or demands that are out of line with common courtesy are not acceptable. Intimidation, bullying or disturbing behavior has no place in our club. Situations of this nature, or other similar behaviors not necessarily stated above, will be reviewed by the Board of Directors and can be subject to disciplinary action, if warranted.
4. Alcohol is allowed in moderation and where permitted by law. Any on-duty SLYC bartender has the discretion and authority to stop serving alcohol to anyone whom the bartender believes to be intoxicated and/or alcohol-impaired. The SLYC Officer of the Day has the discretion and authority to request the vehicle keys and/or call a cab for anyone the Officer believes is driving-impaired (cab fare will be billed to impaired person).
5. The SLYC Board of Directors and their designated agents reserve the right to ask members and their guests to refrain from the offending behavior as stated above. Violations of this policy may result in sanctions including removal from the sponsored activity, exclusion from

future activities, and may be considered "conduct injurious to the Club" for purposes of suspension or expulsion from the Club as allowed under Chapter III. Discipline, of the SLYC By-Laws.

**D. Reserved Function Fees:**

Events of	13-24 people	25-49 people	50—75 people
Member Family Use Fee (Tier I)	\$75	\$150	\$200
Member Non-Family Use Fee (Tier II)	\$150	\$275	\$375
Security Fee if Alcohol is Served (4 hour / \$140 minimum)	none	\$35/hr *	\$35/hr
Deposit	\$150	\$150	\$150

\*No Security fee will be charged for 25-49 people who use the Club’s bar, but an SLYC Board member must be present.

Note: The Board of Directors reserves the right to increase, reduce, or waive fees for special circumstances (i.e., non-profit entities engaged primarily in the promotion of marine education, safety, and recreation consistent with the Club's Constitutional objectives and paragraphs 5. A. B. & C. of the Club's Lease.)

**Revised: January 12, 2022**

# SAN LUIS YACHT CLUB RESERVATION COMPLETION CHECK LIST

1-12-2022

Thank you for your interest and willingness to help us keep our club clean and orderly. We expect you will find it in that condition upon your arrival and will ensure that it is when you leave. If you find it is not, please note any discrepancies on this form. If such discrepancies are of a minor nature and within your power to correct we appreciate your help. Listed below is a check-off list covering items to attend to prior to your departure.

**TO RECEIVE A REFUND OF YOUR DEPOSIT, PLEASE CHECK-OFF THE LIST AND LEAVE THIS FORM ON THE COUNTER BEHIND THE BAR AT THE CONCLUSION OF YOUR RESERVATION AND NOTIFY Director-2: Tom McNeill FOR INSPECTION.**

Reserving Member Name \_\_\_\_\_ Date of Reservation \_\_\_\_\_

- The number of people attending the event was \_\_\_\_\_.
- The main floor, bathroom floors, bar floor, and kitchen floor are "broom clean" and all spills are mopped up and no debris is sticking to the floors. All table, bar, and kitchen surfaces have been wet wiped and dry wiped clean. All tables, chairs, other furniture and equipment in the building have been put back where you found them when you arrived.
- All trash containers have been emptied into the large outside containers located between the Avila Beach Bathroom building and our clubhouse. (The padlock combination to this area is 7676). If these containers are full please do not leave your trash but take it away for disposal elsewhere.
- All tables, chairs, and other inside furniture that might have been set out on the outside deck have been brought inside and the deck is swept, all spills are mopped up and no debris is sticking to the deck.
- If the barbecue on the deck was used, both its gas valves have been turned off, it is left in a clean and orderly condition, and the cover replaced after the unit has cooled. If the kitchen stove was used, all controls to burners, oven, and broiler are shut off. If the fireplace was used, it is out and its gas feed valve is closed.
- All dishes, silverware, cooking utensils, pots, and pans that were used are washed and dried and returned to their proper places.
- Bathroom towels, liquid soap, and toilet paper (Supplies of these are located in one of the white wooden cabinets in each bathroom) have been refilled as needed.
- All decorations, leftover food, beverages, and similar items have been removed.
- Lights have been turned off, all audio equipment turned off, the thermostat set to 50°F, and all doors and windows are secured. (Another club member that is present, and has agreed to secure the building when they leave later than you do, may take care of this.)

Was there any breakage during your function? Did anything fail? (e.g. light bulbs burn out, heat stopped working, etc.) Was the Club clean and orderly when you arrived? If needed, write additional comments on the reverse side of this form.

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If there is something major that needs to be attended to immediately, please contact the Director-2, and, if you can not reach him or her, one of the other officers of the Club.

Thank you for your consideration in leaving our Club clean and orderly for all of us to enjoy.

DIRECTOR 2: **Tom McNeill** 805-550-1168