

Clubhouse Rules and Guidelines

General:

- 1) Safe use of the clubhouse is of primary importance. Members should familiarize themselves with the location of all exits, the emergency telephone in the kitchen and the fire extinguishers on both floors. All exit doors of the clubhouse will be unlocked during functions. If functions are held during the evening, all exterior lights will be turned on prior to the arrival of participants.
- 2) Members are welcome to bring a reasonable number of guests, however as long as your guests are on the grounds you must also be with them.
- 3) This clubhouse is a non-smoking facility and it is the member's responsibility to police this action.
- 4) All members are required to cooperate in keeping the clubhouse and grounds in a neat and orderly manner:
 - a. Members should dispose of all trash in the receptacles provided. Also cigarette butts should be extinguished in proper containers.
 - b. No trash/refuse is to be brought on club property for disposal in club's large trash receptacles.
 - c. Members are asked to police the clubhouse, deck and grounds before leaving the club.
 - d. The clubhouse and grounds are not to be used for work areas unless the work is club related.
 - e. Restroom facilities are provided for members and guests. Please keep them clean.
- 5) Member and guest(s) consumption of alcoholic beverages on the club premises is permitted as long as it is lawful, tempered and discreet.
- 6) Parents are responsible for the strict control and close supervision of the conduct and behavior of their children while in the clubhouse or on club property.
- 7) Posting of signs, bulletin board notices, etc. other than club business shall require the approval of the commodore.
- 8) The gas heater is to be operated by adult members only and said member must be present during its operation.
- 9) Clubhouse furniture is not to be used on the deck areas or outside the clubhouse or removed from the property.
- 10) Sleeping in the clubhouse is prohibited.
- 11) Running on the deck area is prohibited.
- 12) No pets are permitted on club grounds.
- 13) No firearms are allowed in the clubhouse. The discharge of firearms on club property is strictly forbidden.
- 14) A designated club member will make sure the building is secure when all parties have exited the building.
- 15) Maximum number of people using the facility at one time is 60 people.
- 16) It is the individual member's responsibility to report any rule violations to the abuser and club officers.

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Kitchen, grills, cookers:

- 17) The kitchen facility is for the convenience of all members. Please help to keep it clean by helping with the following:
- 18) Leave the kitchen and appliances in a clean and sanitary condition after use. Stove, refrigerator and microwave are to be wiped clean after use.
- 19) Tables, counters and sinks are to be wiped clean after use. The social hall floor is to be swept clean and damp mopped.
- 20) Do not put coffee grounds or scrap food products down sink.
- 21) Check stove and make sure all dials are in the OFF position before leaving.
- 22) Soft drinks, water and beer purchases are on an honor system. Be certain goods are paid for.
- 23) All trash is to be put in receptacles or plastic bags. Full receptacles should be emptied and refuse placed in the large trash containers outside.
- 24) Gas grills are for the member's use and must be cleaned after each use. The grills are not to be used on the wood decks.
- 25) Members may use the propane gas fired fryer with the understanding that they are responsible for the safe operation, supplying the necessary oils and are responsible for the necessary clean up after it's use. The fryers must be used outside and not on the deck.

Requesting Private Use of the PBC Clubhouse Facilities:

PBC members enjoy the privilege of clubhouse use. The PBC Board of Directors (BOD) must approve all requests for clubhouse use. All club functions have facility priority. PBC members wishing to use the clubhouse at times other than regular PBC meetings, socials, and events such as those specified in the annual PBC events calendar may request this privilege using the form below. If the activity requested is not club related, i.e. a private social function, a \$50 donation is expected.

Specific rules while using the clubhouse:

1. A designated member must open and close the club for all private functions.
2. Safe use of the clubhouse is of primary importance. Sponsors of each event at the clubhouse will familiarize themselves with the location of the emergency telephone in the kitchen and the fire extinguishers on both floors. All exit doors of the clubhouse will be unlocked during functions. If the function is held during the evening, all exterior lights will be turned on prior to the arrival of participants.
3. A No-Smoking policy is in effect throughout the clubhouse facility.
4. If you are you hosting a private function where alcohol will be served all attendees must abide by relevant Virginia Department of Alcoholic Beverage Control (ABC) regulations, club rules and a club ABC manager must be present at all times.
5. All members hosting private functions shall be responsible for cleaning the PBC Clubhouse after their respective events. Cleaning shall include sweeping all floors, mopping the kitchen area and meeting hall (and any spills elsewhere in the clubhouse), cleaning the kitchen counters, washing any dishes and silverware used and putting them away, cleaning the bathrooms, and taking all the

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trash to the outside trash containers. Chairs are to be neatly stacked. Do not lean chairs or tables against the walls.

6. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch tape, or masking tape to hang any decorations in the Clubhouse. The ONLY approved hanger for decorations in the PBC Clubhouse are "3M" Clips and Hangers that use the "Command" brand of adhesive. This adhesive will not damage the walls or wood trim when it is removed.
7. The charcoal cooker and gas grills may be used however charcoal and propane supplies are not provided. After use, any coals shall be completely extinguished using water and discarded in the large trash receptacles. The grills/cooker shall be cleaned and placed back in their storage area.
8. The kitchen may be used for event set up including food warming and cold storage in the refrigerator. The kitchen may not be used for food preparation since PBC has no license for this purpose. Food placed in the refrigerator must be removed at the end of the event.
9. When using the PBC Clubhouse in cold weather, upon arrival turn the thermostats to the Heat position and set the thermostats at 68 degrees. When using the clubhouse in warm weather, upon arrival turn the thermostats to the Cool position and set the thermostats at 78 degrees. Before leaving please remember to return the thermostats to the OFF position.
10. Maximum number of people using the facility at one time is 60 people.
11. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights (except the parking lot night light) are turned out, the thermostats are correctly set, the gas heater and range are properly secured, and that all proper cleaning has been performed.

Application For Use Of The PBC Clubhouse

Applicant: _____

PBC member Number: _____

Date and time requested: _____

Type of event: _____

I acknowledge receipt of a copy of the clubhouse use rules and agree to adhere to those rules while using the PBC clubhouse. I understand that I am fully responsible for any damages to the PBC facility or equipment occurring as a result of my event. I also understand that if the clubhouse is not cleaned after the event, PBC will contract for professional cleaning services and I will be responsible for the cost of these services.

Signature: _____ Date: _____

A \$50 donation must accompany this application. Checks should be made out to PBC. The application and donation should be delivered to a member of the Board of Directors or mailed to PBC Treasurer, P.O. Box 162, Portsmouth, Virginia 23705. Please feel free to confirm date availability with the PBC Board of Directors prior to submitting a formal application.