

**APPLICATION FOR USE OF THE PBC CLUBHOUSE**

Applicant: \_\_\_\_\_

PBC Member Number: \_\_\_\_\_

Date and Time Requested: \_\_\_\_\_

Type of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check as applicable:       Personal Use                       Non-Personal Use

I acknowledge receipt of a copy of the Clubhouse Use Rules and agree to adhere to those Rules while using the Clubhouse. I understand that I am fully responsible for any damages to the Clubhouse 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 (in addition to owing an additional \$50 administrative fee to PBC).

I further acknowledge that if alcoholic beverages will be served all attendees must abide by relevant Virginia Department of Alcoholic Beverage Control (ABC) regulations and that a Portsmouth Boat Club ABC manager must be present at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Rental Fee must accompany this Application. In addition, for Member-Sponsored Outside Events, the Application must also be accompanied by a \$150 Cleaning/Compliance Deposit to be refunded provided that the Rental Use Rules and Checklist for Rental Use are fully and timely complied with. Checks should be made out to "Portsmouth Boat Club". The Rental Fee (and Deposit) should be delivered to a member of the Board of Directors or mailed to the PBC Treasurer, 20 Elm Avenue, Portsmouth, VA 23704. Please feel free to confirm date availability with the PBC Board of Directors prior to submitting a formal Application. The Rental Fee is as follows:

**Club Member for personal use (for attendance by personal friends and family all personally known to sponsoring Club Member)("Member Personal Use") and for use by association to which Member belongs: \$75**

**Club Member sponsoring for use other than personal/association use: \$300**

## CLUBHOUSE RENTAL USE RULES

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 approval to do so using the Application above. If approved, the following Rules will apply. **The Sponsoring Member will be personally responsible to ensure that these Rules are complied with, including by completing, signing and returning the attached Checklist following the event. The Sponsoring Member is also responsible for all fees and costs provided for in the Application and/or in these Rules.**

1. Safe use of the Clubhouse is of primary importance. Sponsoring Members should familiarize themselves and their guests with the location of all exits, the emergency telephone in the kitchen and the fire extinguishers on both floors. All exits 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. The Sponsoring Member must open and close the Club for all private functions.
3. The Sponsoring Member must be present as long as any guest is on the grounds **and the Sponsoring Member is responsible to ensure that each guest signs the Guest Book (this is an ABC requirement).**
4. The Clubhouse is a non-smoking facility.
5. Consumption of alcoholic beverages on the Club premises is permitted as long as it is lawful, tempered and discreet. If you are hosting a private function where alcohol will be served all attendees must abide by relevant Virginia Department Alcoholic Beverage Control (ABC) regulations and Club Rules. **A Club ABC Manager must be on-site at all times that alcohol is being served or consumed.**
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 for 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 or other explosives on Club property is strictly forbidden.
14. The maximum number of people who may be in the Clubhouse at one time is 60 people.
15. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch or masking tape, to hang any decorations in the Clubhouse. The ONLY approved hangers 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.

16. The Sponsoring Member shall be responsible for cleaning the PBC Clubhouse after their event. Regardless of whether you use the kitchen, cleaning shall include:
  - (a) Sweep and damp mop all floors, including in the social hall, the kitchen area and the bathrooms. Be sure to clean any spills elsewhere in the Clubhouse and/or outside.
  - (b) Clean and wipe down the kitchen counter and all other table and surface areas.
  - (c) Clean the bathrooms (including sinks and toilet seats and rims).
  - (d) Place all tables and chairs into "membership meeting room" arrangement.
17. Use of the kitchen, grills, fryer and/or cookers **is limited to Member Personal Use rentals only**, and, in addition to any other Rule:
  - (a) **Kitchen**
    - The Sponsoring Member is responsible for supervising the safe and proper operation and use of the kitchen.
    - 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 propose.
    - You must provide your own utensils, napkins, plates, cups, cookware and other supplies – Club kitchen-ware is for Club-sponsored and run events only.
    - Leave the kitchen and appliances in a clean and sanitary condition after use. The stove, refrigerator and microwave are to be wiped down clean and you should remove all contents placed in the refrigerator for your event.
    - Do not put coffee grounds or scrap food products down sink.
    - Check the stove and make sure all dials are in the OFF position before leaving.
  - (b) **Grills/Fryers/Cooker**
    - The Sponsoring Member is responsible for supervising the safe and proper operation and use of the grills, fryers and cookers.
    - You must supply your own charcoal, propane, oils and other supplies.
    - The fryers must be used outside and not on the deck.
    - After use, any coals shall be completely extinguished using water and discarded in the large trash receptacles.
    - The grills/cooker shall be cleaned and place back in their storage area.
18. You must bring your own soft drinks, water, beer and other beverages.
19. 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, return the thermostats to the off position.
20. 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.
21. The Club may not be used for religious or political events.