



**SANDUSKY SAILING CLUB
CLUBHOUSE RENTAL REQUEST FORM
AND FUNCTION NOTICE**

(Please complete this form so club meets IRS requirements)
02/11/2020 (file: SOM-RENTREQFM)

Rental Date: _____ / _____ / _____
Number in Party: (**100 or less**) _____
Number of SSC Members: _____
Nature of event: _____

Time event will begin: _____
Time event will end: _____
Time available for inspection: _____

Required facilities/ equipment (circle all that apply):	Main Hall	YES	NO
	Galley	YES	NO
	Pavilion	YES	NO
	Bar (required if alcohol served)	YES	NO

Liquor (circle one) will / will not be served.

Alcoholic Beverages – All alcohol must be purchased at the Bar from the SSC Bartender. If a renter wants to prepay for Beer/Wine, then cases/kegs can be purchased beforehand thru the Vice Commodore and served by the SSC Bartender. Any unopened Beer/Wine containers (excluding kegs) may be taken off-premise by the renter at the end of the event. No open containers may pass through the white liquor premise fence openings designated w/ signage.

Number of bar tenders required _____ at \$10/hr or \$50 minimum per bar tender for Non-SSC Member Rentals. Pre-paid Beer and Wine can be arranged through the Vice Commodore per the Rental Policy.

A cleaning person (circle one) will / will not be hired by the renter.

I have read and understand the "Sandusky Sailing Club Clubhouse Rental Policy" and "Guidelines for Event Conclusion" form and agree to abide by all conditions described therein.

Signature of SSC Member Renter: _____

Date: _____ / _____ / _____ Received by: _____

REMIT TO: Sandusky Sailing Club
P.O. Box 814
Sandusky, OH 44870

PLEASE NOTE: A check for the appropriate Rental Fee must accompany this request.

DO NOT WRITE BELOW THIS LINE

Board Action: APPROVED DISAPPROVED

Commodore Signature: _____

Date: _____ / _____ / _____



SANDUSKY SAILING CLUB HOUSE RENTAL POLICY

02/11/2020 file: SOM-RENTPOL

This policy applies to the use of the Sandusky Sailing Club clubhouse for events other than those sponsored by the Sandusky Sailing Club (SSC).

1. Requests for clubhouse rental must be made on a completed Club Rental Request Form and accompanied by the appropriate funds and a signed and dated copy of the "Sandusky Sailing Club House Rental Policy." **NOTE: Per board action October 2013, maximum group size for rental is 100 people.**
2. The SSC Board of Trustees reserves the right to accept or reject any request for clubhouse rental. Should the Board reject the request, all fees will be refunded.
3. The rental event must be an acceptable use of club facilities as specified by SSC's current insurance policy.
4. Upon receipt of the clubhouse keys, prior to the event, the renter shall deposit a \$100 cleaning fee, refundable upon acceptable inspection of the facilities by the Vice Commodore or their designee.
5. SSC will charge a rental fee of \$100.00/Members or \$300/Non-members per day for use of the clubhouse, sheltered patio, and enclosed facilities excluding the beverage center. Rentals of two or more consecutive days will charged a fee of \$200.00 per day for Non-members. Each Regular Member will receive, at no cost, one single day Club Rental with Bar Service per year on a first come, first served basis. If Bar Service is not requested, then standard Member Rental Fee will be charged. All members will need to follow the regulations set forth in this policy, including submitting a Club Rental Request Form.
6. Cancellation of the event by SSC will result in full refunds of both the rental and cleaning fees. Cancellation of the event by the renter (weather-related cancellations excluded) will result in a 50% refund of the rental fee.
7. Regular/Scheduled Sandusky Sailing Club Events will take priority over rental events.
8. All alcohol must be purchased at the Bar from the SSC Bartender. If a renter wants to prepay for Beer/Wine, then cases/kegs can be purchased beforehand thru the Vice Commodore and served by the SSC Bartender. Any unopened Beer/Wine containers (excluding kegs) maybe taken off premise by the renter at the end of the event.
9. The galley, including the oven and range, refrigerator, washing facilities, and service counter may be used during the rental period.
10. All house and ground rules of the Sandusky Sailing Club will apply.
11. Members of the Sandusky Sailing Club may not be denied access or use of the clubhouse during the rental event. During a rental, members not attending the event, shall make every effort to access the clubhouse restrooms from the exterior.
12. Persons requesting the rental and use of the clubhouse accept full responsibility for the conduct of guests and financial responsibility for damages to club property, including the galley equipment, resulting from the event.
13. The renter, Vice Commodore or any flag officer has the authority to conclude the event if the above conditions are not satisfied.
14. There is to be NO DEEP FRYING IN THE GALLEY under any circumstances.

15. DO NOT USE THE KITCHEN EXHAUST FAN WHEN USING THE FIREPLACE as it will set off the fire alarm. Also, DO NOT USE ANY TYPE OF SMOKE OR FOG PRODUCING DEVICES as they also will set off the alarm. The renter will be responsible for any fines levied for these offenses.
16. The renter further agrees to hold harmless the flag officers, trustees, members, and employees of the Sandusky Sailing Club, and the City of Sandusky for damages, injuries, or financial liabilities resulting from the rental use of the Sandusky Sailing Club or the attached grounds and facilities.
17. No weekend (5pm Friday to 4pm Sunday) club rentals will be permitted after the first weekend in June until the weekend after Labor Day. Sunday Rentals are allowed after 4pm for Regular Members.
18. The Vice Commodore and flag officers of SSC are responsible for the administration of this policy and all pertinent details.
19. For rental information, contact the Vice Commodore at (419) 625-1963 or info@sanduskysailingclub.com.



GUIDELINES FOR RENTAL EVENT CONCLUSION

file: SOM-EVTCONC (2016)

1. Renters are allowed adequate time for setup prior to and cleanup at the conclusion of the event (minimum 1 hour each)
2. The cleanliness of the galley and galley equipment shall be left equal to or better than that found prior to the event.
3. All decorations must be removed.
4. All furniture shall be returned to locations in which it was found prior to the setup for the event.
5. All folding tables and chairs are to be neatly returned to their appropriate storage areas.
6. The floor of the clubhouse and galley shall be swept. Only major spills are to be mopped. Total wet mopping of the clubhouse floor is not required.
7. All trash generated as a result of the event is to be deposited in the dumpsters located in the parking lot at either the north or south end of the building. Trash bags for the removal of trash and the relining of containers will be provided to the renter by the Sandusky Sailing Club.
8. Physical damage to the clubhouse, equipment and facilities within the clubhouse, or the surrounding grounds and facilities is to be reported to the Vice Commodore or designate at the conclusion of the event. Cost for repair and/or replacement of damaged property will be the responsibility of the renting member.
9. Doors and windows are to be closed and locked and clubhouse lights are to be turned off prior to vacating the clubhouse.
10. Within 24 hours after the conclusion of the event, the Vice Commodore or designate will appraise the condition of the clubhouse and approve, prorate or disapprove the return of the cleaning deposit.