

TBYC Clubhouse Use Policy

Transcribed from original PDF, without changes, Feb. 2022

1. Clubhouse Management:

The Mission Clubhouse Director is responsible for the operation and maintenance of clubhouse facilities on the Mission property. This includes arranging for routine maintenance of the building, the acquisition and storage of facility supplies, overseeing repairs to the building and its facilities, scheduling club activities and private events for club members, and ensuring that the clubhouse is used and kept in a manner suitable for the enjoyment of all club members.

2. TBYC Mission Clubhouse Private Functions Policy:

1. The Clubhouse is available, at no charge, for the private use (private functions or meetings) of TBYC members on a first-come, first-served basis. Members must schedule and make arrangements for such events through the Mission Clubhouse Director.
 2. The Clubhouse is **not available for stags or shags**. Nor is it available for retreats, seminars, workshops, or training sessions unless directly supported by the Club.
 3. The Clubhouse is **not available for rental** for any purpose or function.
 4. There is no liquor license for the Mission Clubhouse, so liquor cannot be sold at any private functions.
 5. Persons booking the clubhouse should put a note on the door to the effect that the clubhouse has been booked for use by *(party name)* at *(specified time)*. This should be done at a minimum of 1 week in advance of the date of use, preferably, 2 weeks in advance.
 6. The **club member booking the clubhouse** is responsible for preparing the clubhouse before the function and cleaning up after. (Advisably, club members should check the condition of the clubhouse before the scheduled date of use and, if necessary, prepare the clubhouse (*clean*) as required to meet their needs.) If the facility is not left in an appropriate manner, the cost for clean up shall be charged to the club member.
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3. During the winter months, since snow plowing is done on a volunteer basis, the executive cannot guarantee that the yard will be plowed on the day that the member has booked the clubhouse. This is particularly so if it snows on the day of, or the day before the booking. Access, in these circumstances, may be possible on foot only.
 4. Members booking the clubhouse need to recognize that, since the Mission property is a working boatyard, other club members may be on the property and may need to access the washroom facilities in the clubhouse during private functions.

5. Use of the Clubhouse for Overnight Accommodation:

Sleeping in the clubhouse is strictly prohibited.

6. Workshop/Storage:

The clubhouse, and kitchen in particular, **is not to be used in any form as a workshop** for conducting maintenance on boat parts or equipment (this includes, but is not limited to, attaching a vice to the counters; hammering, filing, drilling, painting or working on boat parts with any tools; cleaning boat parts anywhere in the building; storing personal and/or boating-related equipment anywhere in the clubhouse, etc.).

7. Pets:

Pets are not allowed in the Mission Clubhouse. Leash and “poop and scoop” rules apply to all pets on the property. Dogs must be leashed and under the owner’s control at all times.

8. Shower and Bathroom Facilities:

Members and their guests using the shower shall clean the facility immediately after use and shall discard items such as empty containers, packages and other “throw-away” items in the trash receptacles provided. If a member soils the washrooms in any manner, the individual is expected to clean up after himself/herself. No personal belongings such as clothes, hair dryers, shoes, towels, soap, shampoo, etc. should be left in the shower area or washrooms.

9. Kitchen:

After each use, Club property should be left in as good condition as possible, dishes and utensils shall be washed, dried and stored in the appropriate place; ranges, sinks and tables shall be cleaned; furniture shall be returned to its normal place. Individuals using the kitchen area are responsible for keeping it clean IMMEDIATELY after each use. There are to be NO dishes, pots, pans, utensils, etc. left in the sink during the day or overnight, nor should they be left to drain in the sink.

Further, **no food shall be left or stored in the cupboards**. If any is found, it will be promptly removed to discourage intrusion of insects and rodents. Members are

expected to be respectful and considerate of other members who will be using the clubhouse and kitchen facilities.

10. Barbeques:

Barbeques are provided for member use; however, the club will only provide propane for club-sponsored events. The barbeques are located on the side deck. They should not be moved from their location, and in particular, they should not be moved next to the clubhouse since the heat generated from them will melt the vinyl siding.

11. Leaving the Building:

The last person to leave the clubhouse at a private function or on any given evening is expected to turn down the heat (winter season), to check to ensure that the stereo, coffee maker, etc. are shut off, to turn off the lights, and to lock both doors and all windows upon exiting.