

## Clubhouse Use and Rental Policy

### Established Rental Practices:

1. Clubhouse usage is scheduled by calendar year from January 1 to December 31. All Club events are scheduled first. This will be completed by December 1 of the prior year.
2. Club members who wish to rent the Club for personal use on a priority basis will have from December 1 to January 1 to send in reservation forms for the following year.
3. For member rentals, it is expected that renting member will be attending event and secure clubhouse at conclusion of event. Member rental is restricted to member and immediate family. Member rentals for friends, associates, and organizations will not get the member rate.
4. After January 1, applications for rental will be accepted on a first-come, first-served basis.

### Payments and Reservations:

A check for payment of security deposit must accompany the fully executed signed contract agreement of which 25% is non-refundable should the event be cancelled at any time. Balance of payment is due on day of event.

### Rental Fees:

Members of MRYC:                   \$50 for 4 hours or any part thereof  
  \$25 per hour for each hour over 4 hours  
  (No charge for 1 hour setup and 1 hour cleanup)

Non-Members:                    \$100 per hour with a 2 hour minimum  
  \$50 per hour for each hour over 4 hours  
  (No charge for 1 hour setup and 1 hour cleanup)

A security deposit of \$200 shall be charged for all non-members, which will be refunded upon inspection of the clubhouse and premises following the scheduled event as referenced below. The board may request a greater security deposit or may waive the security deposit requirement.

### Security Deposit Return Policy:

Cleanup is the responsibility of the renter. This will include, but not be limited to the kitchen dishes, spills and trash removal to dumpster in parking lot.. Any damage caused by renter or guest will be the responsibility of the renter. The security deposit will be mailed to the person executing the contract within 30 days after any reasonable charges for cleaning or damage is deducted.

### Rental Period and Usage:

The clubhouse will have only one rental per day. The renter may set their own event hours. All events shall end by 11:00PM. Should a tent be needed on the patio, it shall meet State and local fire code standards. All furnishings needed for under the tent shall be the sole responsibility of the renter. Tents may be erected the day before the event and must be broken down and removed the day after the event.

Tables and chairs and bar are included in the clubhouse rental to be used for indoor use only. The clubhouse can hold 30 for sit down/buffet event, 60 for a cocktail style party/reception. Also available in the rental is use of the kitchen and TV/stereo/Wi-Fi. Refrigerator is subject to space availability. Caterers must provide their own cooking equipment and shall be responsible for cleaning stove top and oven. All paper goods and flatware are the responsibility of the renter.

The club steward shall be the contact person for all table setup and breakdown. Anything not specifically addressed in Rental Agreement is excluded.

### Decorating:

Greenery or plants must be in watertight containers. Other than small table candles and chafing dish warmers, no other type of open flame is permitted in the clubhouse. No open flames are permitted on the patio.

Use of confetti, sparklers, rice, birdseed or sand is prohibited. Free-standing and table top decorations and weighted balloons are permitted.

Club tablecloths already in place may be used for event, alone or as a base for your own linens.

### Safety Guidelines:

No furniture is to be placed in front of fire exits or fireplace.

No fireworks or flares allowed.

No smoke machines by band or DJ.

No smoking in clubhouse. Smoking is allowed on the patio.

Initial and Date \_\_\_\_\_

All questions concerning Rental Contract, House Regulations and Rental Information shall be specifically addressed to **M.E. Rich @ [carfaxhope@yahoo.com](mailto:carfaxhope@yahoo.com)**.