

## Clubhouse Conditions/Regulations

- \* **Approval for use** of the clubhouse will not **supersede a pre-scheduled** club function.
- \* **Approval must be obtained from the CHY&R Club, INC.** prior to any function.
- \* **Only non-profit activities** will be allowed.
- \* **The club member sponsoring the event must be present throughout the function.**
- \* **Board members may enter the function upon a complaint.**
- \* **To insure scheduling, requests should be made at least two weeks** in advance.
- \* Facility hours **are limited to 9 am .to midnight** exclusively.
- \* **All Dare County noise ordinances must be adhered to.**  
Amplified music is not allowed **outside the facility.**
- \* **No smoking is allowed in the facility.**
- \* **Furnishings may not be moved outside.** Upstairs lounge furniture may **NOT** be removed from the **upstairs at all.**
- \* **Theft or damage of club properties/furnishings** will be replaced or repaired at the **expense of the applicant.**  
Additional or **special cleaning due to excessive disarray** will also be paid at the expense of the applicant.
- \* **A walk through of the facilities with a board member before all functions is required.**
- \* **No alcoholic beverages, opened or unopened, shall be left in** the clubhouse overnight.
- \* **No minors are to be served alcoholic beverages.**
- \* Violation of county, **state, or federal laws in using these facilities** will incur a default of the **security deposit.**
- \* **Leftover food must be removed.**
- \* **Be sure to turn the thermostat back to 75 degrees.**

## Procedures

- \* Obtain the keys according to the **directions given by the rental chairperson** two days in advance.
- \* **The keys must be returned to the guard at the gatehouse when the activity is over and all participants have left so that the alarm may be activated.**
- \* **Before entering the building, please notify the guard to disengage the alarm:**  
441-5430
- \* You are responsible for verifying **all doors are locked and all lights are off** upon leaving.
- \* **All furniture must be returned to its original spot.**
- \* You must remove **all decorations after the function.**
- \* You must **supply your own ICE, SODAS, and MIXERS.**
- \* **Please do not overload trash containers and place them by the doors at the bottom of the stairs.**

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Exceptions may only be authorized by the CHY&R Club, INC. Board.

Applicant's name \_\_\_\_\_ Date \_\_\_\_\_