

## 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 a.m. 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 taken outside.**
- Theft or damage of club properties 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.
- 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 gate 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 rearranged 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.**
- **WiFi – User Name – CHYRC  
Password - chyrsguest**

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

Applicants' name \_\_\_\_\_ Date \_\_\_\_\_  
Revised January 2008