

NBYC CLUBHOUSE RENTAL PROGRAM

The House Committee has established some rules and guidelines for the use of the clubhouse for private parties. We are volunteer club so we rely on our members to help manage the Clubhouse. There are no stewards and our clubhouse is closed for the season. Members can request use of the club for a nominal fee.

When renting the club the sponsoring member is responsible for cleaning so that is suitable for the next function. If it is not acceptable you will be subject to a cleaning fee. You may hire a cleaning service if do not want to clean the club yourself.

INSTRUCTIONS

Main Room

- *Vacuum the carpet with club carpet vacuum cleaner.
- *Wipe all tables down with spray cleaners provided.
- *Return all house tables to the storage room.
- *Bag all trash and place in large garbage bin in back of club then place in dumpster.
- *Shut off propane fireplace, instructions are posted on the unit.
- *Lock north side door by pulling the handle up then turn the lock.
- *Clean coffee station, dispose of coffee grounds and old coffee and unplug unit.
- *Remove decorations and place in appropriate garbage bins or take them home.
- *Wash main entrance windows as needed.

Galley and Member Galley

- *Do not use galley stove or oven unless you are familiar with unit.
- *If used please shutoff propane supply line valve.
- *Wash, dry and store all club dishes utensils and glassware.
- *Please do not leave dirty dishes in dishwasher.
- *Clean galley sink, back splash and counter tops.
- *Remove all food and beverages from the clubhouse.

Please do not use the Fryolater.

Bathrooms

*Please clean sink toilets, urinals and floors with the bathroom disinfectant with the dedicated sponge mop.

*Tile floor in the galley and the floor in the office can be cleaned with the Swiffer.

Under the Tent/porch/outside area

*Hose down tent area of all food debris so as not to attract seagulls.

*Return all tables and chairs to their proper location.

The sponsoring member must be in attendance for the entire party and is responsible for enforcing all clubhouse rules. You are also responsible for shutting off the gas fireplace, heat, closing all windows and sliders, shutting off all lights, and locking all doors upon leaving. Ensuring the clubhouse is clean for the next function.

THANK-YOU FOR YOUR COOPERATION LETS KEEP OUR CLUB CLEAN!!