

OYC Clubhouse Use Guidelines

The OYC Center (“Center”) is defined as portion of the building located at the Marina Parking lot at Albemarle Plantation that OYC solely occupies with the permission of HPB. The Center includes a large all-purpose room, kitchen, utility closet and attic storage area. In addition, OYC has access (internal to the building) to common areas within the building, including bathrooms.

1.0 Center Management - the Center management is under the direction and control of the OYC Center Manager (“Manager“). The Manager, appointed by the Commodore, shall be responsible for the following:

1.1 Implementing these guidelines.

1.2 Scheduling the activities for the Center and posting a weekly schedule in the Center.

1.3 Assuring compliance with building occupation laws, rules and regulations, such as posting occupancy capacity, fire extinguishers, etc.

1.4 Performing routine inspection of the Center, including furnishings and appliances, to determine the suitability for use.

1.5 Budgeting for operating and maintenance expenses as required.

1.6 Arranging for and having routine maintenance performed.

1.7 Interfacing with the AP Hospitality Center as necessary with respect to HPBs responsibility to clean and maintain the common areas (e.g., bathrooms) in the OYC Center.

1.8 Maintaining postings in the facility displaying sections 2.0 and 3.0 of these guidelines, and showing the normal furniture setup.

1.9 Establishing key access as set forth in Section 4.0.

2.0 Center Uses - The use of the Center shall be consistent with the OYC Mission: To promote boating, boating safety, cruising and related social functions at Albemarle Plantation.

2.1 Scheduling Events - All planned events will be scheduled with the Manager.

2.2 Uses and use priority shall be:

2.2.1 Education - First priority will be for OYC conducted or sponsored boating related courses.

2.2.2 OYC Business - The next priority will be for the conduct of OYC business by its board of directors, officers and committees.

2.2.3 Social/Recreational - The Center, if available, may be scheduled for a social or recreational activity by a full or an associate member no more than 15 days in advance of the proposed activity. All such activities must be related to the “OYC Mission“.

2.2.4 Casual/Incidental - All full and associate members of the OYC may use the Center when it is not in use for any of the above activities so long as such use is consistent with the “OYC Mission”.

2.2.5 All uses must strictly adhere to the use requirements set forth in Section 3.0.

3.0 Center Use Requirements - The member in charge of a scheduled event or the member responsible for permitting access during Casual or Incidental use shall have the responsibility for assuring compliance with

each of the following requirements.

3.1 Upon Termination of use of the Center:

3.1.1 Securing the Facility, including locking all windows and the three doors.

3.1.2 Leaving the kitchen in a clean and safe condition.

3.1.3 Turning off all lights and equipment, such as television, radio, gas fireplace.

3.1.4 Returning all furniture to the positions as shown on the normal furniture layout posting.

3.1.5 Reporting any noted unsafe condition to the Manager.

3.1.6 Otherwise leave the room "ship shape".

3.2 Storage of Food and Drinks - No food or drinks may be stored in the Center except those brought into the Center a reasonable time prior to and promptly after a scheduled event.

3.3 Alcoholic Beverages - The appropriate, lawful use of alcohol is permitted on the premises.

3.4 Smoking - Smoking of tobacco products in the Center is prohibited.

3.5 Illegal Activity - Not engaging in any illegal activities.

3.6 Dangerous Activities - Not engaging in any activities which could cause a reasonably foreseeable bodily injury or death to any persons or risk of loss to personal property or real property.

3.7 Noise, Etc. - While in the Center, members and guests shall conduct themselves in a manner that does not interfere with the use of nearby structures and passage ways.

4.0 Controlled Access To the Center - The Manager shall be responsible for establishing a combination key lockbox near the door of the facility containing the key to the Center.

4.1 The combination to the key lockbox will be made available to all full members and those other members as the Commodore deems appropriate in his/her sole judgment.

4.2 An associate member needing access to a key for a scheduled Center activity will be provided with a key by the Manager. The Associate Member must inform the Manager at the time of scheduling the event of the need for a key.

5.0 Use of OYC Personal Property - With the exception of items in the OYC lending library, no items of personal property (such as coolers, folding tables, utensils, etc.) shall be loaned to any individual or other organizations for a use not sponsored (solely or jointly) by the OYC.

6.0 Reservation of Rights - The Osprey Yacht Club Board of Directors have adopted the foregoing Guidelines regarding the permitted uses and the requirements of users of the OYC Center located at Albemarle Plantation. The Board reserves the right to change these guidelines from time to time and at any time as it determines appropriate.