

BALLENA BAY YACHT CLUB
Rules and Procedures
June 7, 2018

Non-Discrimination Policy

No member, guest, visitor, or applicant for membership shall be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, political affiliation, sexual orientation, disability, or any other grounds prohibited by law.

Rules of Conduct

The primary objective of BBYC's Rules of Conduct is to ensure that all members enjoy their time at the Club. Members and guests shall at all times conduct themselves in a manner that is not offensive to other persons and that is consistent with generally accepted standards of conduct in public places. Members are responsible for the conduct of their guests and family. The Board of Directors may deny services and/or membership to anyone whose conduct is disruptive or offensive.

Guests

All guests must sign the guest book and be issued a nametag by their host member before receiving bar service. The host must be present while the guest is on the Club premises. A non-member may be a guest of the Club no more than six times in any given calendar year regardless of who the member host is. Participation in BBYC sponsored races is not counted as a guest visit.

Supervision of Minors (Children)

BBYC is a child-friendly organization, and we encourage members to bring their children to the Club. While on premises, minors must be supervised by a member, parent or guardian. Children are expected to conduct themselves in a way consistent with Club policies on safety and appropriate behavior.

Membership Badges

All members must wear their membership badges while on Club premises.
All associate members must wear a nametag.

Pets

Pets, with the exception of service animals, are not permitted inside the Club.
Pets are permitted in the patio area, but dogs must be on a leash at all times.

Bar

ID: If you are unsure of the age of a guest or member, ask them for an ID. We will not serve anyone who is under age 21, and they must provide proof of age. Minors are not permitted at the bar or behind the bar while cocktails are being served.

Walk-in Traffic: Due to location, BBYC is subject to walk-in traffic. Such individuals should be told that BBYC is a private membership Club and be referred to other facilities in the area.

Bartenders: We are a no-host bar, and the bar is self-service unless there is a designated bartender on duty. If you pour more than 1.5 ounces per drink or use premium liquor, please charge

according to posted prices. Members are not allowed behind the bar if the chain is up. Guests and associate members are not permitted behind the bar at any time.

Members serving behind the bar have the right to refuse service to anyone for good cause.

Bar Chits: Chits are provided for members only. The Treasurer will send members an invoice at the end of each month.

Cash Drawer: All money should be handled according to established BBYC procedures.

Off-Sale Liquor: The Club is unable to sell packaged liquor. All drinks must be consumed on the premises.

Corkage: Personal wine is permitted. A corkage fee of \$5.00 per bottle will be charged.

Hours: As posted.

LIQUOR LAWS AND ABC REGULATIONS WILL BE STRICTLY OBSERVED. FAILURE TO OBSERVE THESE RULES COULD RESULT IN A LOSS OF OUR LICENSE.

Non-Smoking Policy

In accordance with BBYC's lease requirements by Ballena Isle Marina, smoking is prohibited inside the Club and within 25 feet of all of the windows and doors of the Clubhouse. This includes the entirety of the patio.

Drug Policy

Ballena Bay Yacht Club maintains a zero tolerance policy with regard to illegal drugs. Any member or guest who knowingly possesses, uses or sells illegal drugs on Club premises will be subject to immediate disciplinary action up to revocation of his or her Club membership.

Access to and Use of Facilities

The Club's facilities are primarily intended for the use of BBYC members. In accordance with the purposes and nature of the Club, members are encouraged – with certain exceptions – to use the Club facilities at any time.

Facility Access Code

Only members approved by the Board or the Rear Commodore shall have the alarm code, and the code may not be otherwise shared.

BBYC Club Dinner Policy

Effective July 1, 2017, members and guests planning to attend Saturday night BBYC dinners must sign-up by the prior Thursday at 7:00 pm. If committed to attending the dinner, members and guests will be charged the full amount for the Saturday night dinner(s) unless reservations are cancelled by the prior Thursday at 7:00 pm. No reservations will be accepted after Thursday at 7:00 pm.

While walk-ins are welcome, dinner availability is not guaranteed. If dinners are available, an additional \$5.00 will be charged per dinner for walk-ins.

Rental of the Club

The BBYC Clubhouse is available for rent Sunday through Friday at the discretion of the Rear Commodore and the Vice Rear Commodore. Members may not be excluded from using the Clubhouse at any time.

Rental fees will be waived for the memorial service of a current member.

Temperature

A temperature of approximately 72 degrees will be maintained in the Clubhouse. Please adjust your clothing rather than the temperature.

TV/Stereo

Meetings and renters have priority over TV/stereo activities in the Clubhouse and may not be used in any room that is rented or where a meeting is being held without specific permission from the renter or meeting head. **Consideration of other members is of utmost importance.** The volume of the TV or stereo must be within an acceptable range to accommodate other people in the room. Check with others if changing channels, volume or turning the TV or stereo on or off.

Telephone

The Club telephone is intended for official Club business. Incidental use by members is ok.

Kitchen

Food: All food left in the refrigerator must be labeled with member's name and date placed in refrigerator. Food in the refrigerator will be inspected each Friday and food that is not labeled and/or is outdated will be discarded. Food left over five days in the refrigerator will be deemed to be outdated. Condiments will be discarded on their expiration date.

Freezer: The freezer is for Club use. Personal food may be stored in the freezer temporarily for a period of up to seven days. All food must be labeled with name and date placed in freezer. Food in the freezer will be inspected each Friday and food that is not labeled and/or is outdated will be discarded.

Pantry: The pantry is for Club use. Food stored in the pantry is for Club events and is not for personal consumption by members.

Stoves and Coffee Pots: All stoves and coffee pots must be turned off before leaving the Clubhouse.

Kitchen Clean Up: Members are required to leave the kitchen clean and tidy ; user- ready for the next member. All personal use dishes, pots and pans, and utensils must be washed, dried, put away and the kitchen sink emptied. Failure to do so may result in loss of kitchen privileges.

Personal Appliances: No personal appliances may be left on BBYC premises. Items left will become property of BBYC and may be donated to charity or discarded by the BBYC Rear Commodore.

Cleaning

Janitorial service is provided on Saturday and Sunday mornings after Friday and Saturday club activities. Members are expected to maintain the Club in a clean condition at all times.

House Supplies and Storage

House supplies are for Club operations. They are not for sale or removal from the Clubhouse.

Personal gear may be stored in the closets. Items left for more than 30 days will be donated to charity.

Decorating

Members must have prior authorization from the Rear Commodore before revising any decoration, ornamentation or furniture positioning in the Clubhouse.

Lost or Damaged Property

The Club does not accept any responsibility for personal belongings left on BBYC premises.

Ice Machine

Ice is for sale to anyone. Prices are posted and plastic bags are provided.

Bulletin Board

Items to be posted on the bulletin board must be dated and given to the Rear Commodore for posting. Items left for more than two weeks may be subject to removal by the Rear Commodore.

Fireplace

The fireplace is turned off by using the remote control and must be turned off by the last person leaving the Club.

Security

Please refer to the "How to Close the Club" instructions.