

# Southern Maryland Sailing Association (SMSA) Clubhouse Usage Rules and Application for Rental

The SMSA Board of Directors (BOD) has set this policy forth for member and club program use and rental of the clubhouse to members and sponsored guests. Such usage and rentals shall not conflict with other scheduled events in the SMSA annual ***operational calendar found on the SMSA website***. Please confirm date availability and property access requirements with the Facility Chairperson prior to submitting a formal application.

Specific rules while using the clubhouse:

1. Safe use of the clubhouse is of primary importance. Sponsors of each event at the club will familiarize themselves with the fire extinguisher locations. **Please note: there is no phone in the club house or on the property.** Applicable exit doors should remain unlocked during all functions.
2. All club programs, rentals, organizations and private party sponsors shall be responsible for cleaning the SMSA Clubhouse after their respective events. Cleaning shall include sweeping all floors, mopping the bar/food staging area, and any spills elsewhere in the clubhouse, cleaning the bar counters, tables, washing any dishes and silverware used and putting them away, cleaning the bathrooms, and taking all the trash out to the dumpster. Do not lean chairs or tables against the walls.
3. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch tape or masking tape to hang any decorations in the Clubhouse. The ONLY approved hangers for decorating in the SMSA Clubhouse are "3M" Clips and Hangers that use the "Command" brand of adhesive. This adhesive will not damage the walls or wood trim when it is removed.
4. The propane gas grills may be used. After use, the grills shall be cleaned and placed back in the patio area.
5. The bar/food staging area may be used for the event to include food assembly, warming and cold storage in the refrigerators. The bar/food staging area may not be used for food preparation or cooking since SMSA has no license with Calvert County for this purpose. Food placed in the refrigerator must be removed at the end of the event.
6. When using the SMSA Clubhouse in cold weather, upon arrival set the thermostat at 70 degrees. Before leaving please remember to return the thermostat to 55 degrees.
7. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights are turned out, the thermostat is correctly set, and that the proper cleaning has been performed.

SMSA members may reserve the clubhouse in two ways: for themselves (*birthday parties, anniversaries, etc.*) for invited private social functions, or a member may sponsor clubhouse use by non-member individuals or organizations (*clubs, meetings, seminars, etc.*). The sponsoring member must be in attendance during the function requested **and is responsible for opening and closing the facility.**

Member reservations have a fee of \$100. Member-sponsored groups or organizations **have a fee of \$200.** All rentals have an additional deposit (separate check) of \$100 that will be refunded after verification by the Facility Chairperson that the clubhouse rules (above) were followed.

**For any event where use of alcohol or the SMSA Bar is desired, the following criteria must be met:**

1. SMSA will provide a list of bartenders available at \$20 per hour for the requested event period beginning one-half hour early and one-half hour late.
2. At least one SMSA member with a valid TAMS certification must be in attendance at all times during the event.
3. All alcoholic beverages to be consumed must be purchased and arranged through SMSA. *Prices and products to be negotiated for each event.*
4. Bar usage requests must be reviewed with the Bar Manager a minimum of one week prior to the event for beverage order requests.

Approved February 2010

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All requests for use and all fees must accompany this application and be received by the Facility Chairperson at least one week (preferably two weeks) before the function. Checks should be made out to SMSA and mailed to Facility Chairperson, SMSA, PO Box 262, Solomons, MD 20688. Additional payments will be required for alcohol purchases.

## Application for SMSA Clubhouse Rental

Applicant: \_\_\_\_\_

SMSA member that will sponsor and attend the event? \_\_\_\_\_

Date and time requested: \_\_\_\_\_

Type of event: \_\_\_\_\_

Use of SMSA Bar requested?  Yes  Decline

Paid Bartenders Required?  Yes  No

TAMS Certified SMSA Member to be in attendance: \_\_\_\_\_

**I agree to adhere to the above rules and enforce Calvert County and Maryland State laws while using the SMSA clubhouse.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions regarding the SMSA Clubhouse can be forwarded to:

[facility@smsa.com](mailto:facility@smsa.com) or

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