



NEW BERN YACHT CLUB Policy for Use of NBYC Facilities

Welcome to the New Bern Yacht Club, Inc., (NBYC). We are pleased that you have chosen our facility to host your special event, and we trust we can accommodate your needs. The use of the NBYC clubhouse and grounds is available to groups whose purposes are consistent with the policies of the New Bern Yacht Club. Please review and observe the following policies and guidelines for use of the NBYC facility. Please let us know if we can be of any assistance to you in facilitating your event.

1. General Information:

- a. Groups not affiliated with the NBYC wishing to utilize the NBYC may do so by submitting a written application for clubhouse usage to the club's Property Manager. Groups and organizations whose applications have been approved to use the facility are requested to make a donation that goes toward covering maintenance and utilities of the clubhouse, plus a refundable cleaning deposit. The donation is due upon reserving the club and the cleaning deposit is due two weeks prior to the scheduled event. The Board of Directors of the NBYC sets the schedule of donations and reserves the right to waive and/or adjust the requested donation amount or cleaning deposit. We welcome the use of our facility and the donations are not intended to deter use by appropriate groups.
- b. The NBYC clubhouse is a smoke free facility (this includes all tobacco products and devices). No smoking is allowed in the interior of the clubhouse, on the screened in porch area, or on the outside back deck area (behind the kitchen). Those wishing to smoke must do so outside on the club's grounds. Cigarette butts or other smoking debris must be properly disposed of and not discarded on the lawn or riverbank areas.
- c. Maximum capacity inside the NBYC clubhouse is 85 people. Maximum capacity inside and outside the clubhouse is 120 people if both the clubhouse and the outside grounds are being used.
- d. Pets are not allowed on the premises at any time.
- e. Any decorations put up for the event shall not deface the property. No nails, pins or clips are to be used in hanging decorations on the walls. Any tape used shall be of the non-marring type and shall not remove paint or leave marks or residue on the walls. No decorations shall be hung or suspended from the ceiling fans.
- f. Kitchen appliances may be used for warming food, but cooking is not allowed. All food should be pre-prepared or catered. Ovens, microwave, crockpots and hot plates may be used for re-warming, providing the guidelines below are followed.
- g. Groups using the NBYC facility are to supply all materials, including food, beverages, drinks, serving dishes, plates, platters, eating utensils, and linens, etc. NBYC kitchen supplies in the cabinets, drawers and refrigerator are not to be used.
- h. Groups renting the NBYC facility are welcome to bring their own alcoholic beverages for consumption at an event, providing that alcoholic beverages are not sold by the drink to event participants. If alcoholic beverages are to be sold by the drink, the renting group must obtain a *Special One-Time Permit* from the North Carolina Alcoholic Beveridge Control Commission for the

event, and/or the caterer that is being used for the event must have a *Special One-Time Permit*.

- i. Games or activities in the clubhouse should be appropriate for inside use.
- j. The NBYC's media, video, or sound system equipment may be used if prior arrangements have been made with the NBYC Property Manager.
- k. If children attend an event, and are allowed to play outside, there must always be adult supervision present to ensure that children do not go out onto the docks.
- l. In the event of damage or destruction of any club property, the group agrees to reimburse the NBYC for the full cost of repair or replacement of the damaged property.
- m. Failure to follow the club usage policies and guidelines may impact the group's ability to utilize the NBYC facility for future events.

2. Setup Information:

- a. The New Bern Yacht Club has (14) folding tables that are 6' x 30", and (2) 8' x 30" tables that are available for use by the group renting the clubhouse. There are 94 chairs that are available for event seating. The 6' tables are stored in the storage closet next to the drinking fountains. The group utilizing the clubhouse is responsible for set up of the tables and chairs, and their return to their storage locations upon completion of the event. The (2) 8' x 30" tables are stored along the walls. These can be moved to accommodate serving or seating. There are also two large and two small tables on the screened in porch area that are available for use.
- b. If the event includes outdoor activities, only the 6' x 30" tables, the six steel folding chairs and the four gray/black metal chairs may be used outside. The chairs (only) on the back porch may be taken outside as well. The foam-seat chairs, the square tables and the two 8' x 30" tables are for indoor use only.
- c. The NBYC can arrange to have the club opened early to facilitate set up and decorating for an event. Please advise the Property Manager if this service is needed. Also, the club has a number of outdoor tents available for rent. See the rental schedule on the application form for details. Arrangements for tent rental can be made with the Property Manager.

3. Use of Crockpots, Warming Plates and Extension Cords

Care must be taken when using crockpots and warming plates to avoid overloading any one electrical circuit which would result in tripping a circuit breaker. Use of extension cords and multiple plug strips is permitted to facilitate connecting multiple crockpots and warming plates as long as the extension cords are heavy duty and the following limits are not exceeded:

- a. The (2) center floor flush-mounted receptacles in front of the fireplace are dedicated circuits and each receptacle is rated at 20 amps. A maximum of 5 crockpots/warming plates in total may be plugged into each of the two floor flush-mounted duplex outlets.
- b. The wall receptacles along the front wall (front porch side of the building) are rated at 15 amps. No more than 4 crockpots/warming plates in total are to be plugged into the front wall receptacles.

- c. The flush floor mounted receptacle by the front wall is a dedicated 20-amp circuit. A combined total of 5 crockpots/warming plates may be plugged into this receptacle.
- d. The wall receptacles along the side wall (by the fireplace) are on one 15-amp circuit. A combined maximum of 4 crockpots/warming plates may be plugged into the side wall circuit. This means that even though there are three wall plugs along the side wall, the combined number of crockpots/warming plates plugged in any of the three wall receptacles must not exceed four in total.
- e. If extension cords are used, they must be heavy duty (minimum wire size 14-gauge AWG). Extension cords stretched across the floor to reach under any table must be taped down to avoid being a trip hazard.
- f. Multi-plug-in Waber strips may be used to connect multiple crockpots/warming plates, providing the wire size of the multi-plug device is a minimum of 14 AWG. Light-duty extension cords, such as lamp cords, should not be used as this would constitute a fire hazard if used with crockpots/warming plates. Groups utilizing the clubhouse will be responsible for providing all required extension cords or multi-plug Waber strips.

4. Cleanup:

- a. Upon completion of the event all tables and chairs must be returned to where they were found. The chairs are stackable and should be stacked eight (8) high. There is a dolly for ease of moving the stacks of chairs.
- b. If the tables on the screened in porch area are used, they will need to be cleaned, recovered and left as they were found.
- c. There are two vacuum cleaners in the storage closet where the tables are stored. The group utilizing the NBYC facility is responsible for all cleanup, including vacuuming.
- d. The kitchen area is to be thoroughly cleaned if used for any food preparation. If the ovens, cooktops or microwaves are used for warming food, please ensure that all appliances are turned off.
- e. If the garbage disposal is used, please check to be sure the status light on the wall switch next to the sink is **off**. The disposal runs very quietly, and it will burn out the motor if left running.
- f. All lights and ceiling fans are to be turned off and the doors locked. If the heating or AC systems are used, temperature settings are to be returned to the settings marked by the thermostats.
- g. No food, condiments, or drinks brought in for the event shall be left. All garbage must be bagged and removed from the club premises for offsite disposal by the organization using the facility.
- h. Failure to properly cleanup up after an event may result in forfeiture of the cleaning deposit.
- i. COVID-19. The NBYC follows current guidance issued by the CDC for cleaning and disinfecting frequently touched surfaces and objects, including tables, doorknobs, light switches, countertops, handles, toilets, faucets and sinks. This procedure is performed before and after events held in the clubhouse.

Event Parking:

- a. Event attendees may park on the lawn area in front of the club in the oval formed by the entrance and exit driveways. Approximately 8 cars (two rows) can fit in this area. Parking is also available along the lawn area to the right of the driveway between the highway and the maintenance shed with parking perpendicular to the tree/brush line. If more than 30 cars will be present, park vehicles two deep along this area. If these parking guidelines are observed, approximately 70 vehicles can be accommodated.
- b. Additional parking is available on the lawn area along the side of the building to the left of the driveway. Do not park beyond the screened in porch. All parking in this area is perpendicular to the building.
- c. There is also an overflow parking area behind the maintenance shed (parking perpendicular to the tree line). This area will hold approximately 10-14 cars if parking is double stacked. There is an on/off light switch mounted on the exterior of the maintenance shed that can be turned on to provide illumination of the back-parking area.
- d. If the number of vehicles attending an event is expected to exceed 25-30 vehicles, it is advisable to station one or two parking attendants to facilitate and direct parking so that all attendees will have space to park. Parking should be parallel and as close as possible. Attendees parking in the side yard to the right of the driveway should pull in as far as possible to the tree line to allow for two rows of parking in the side yard.
- e. No parking is allowed directly behind the clubhouse, between the clubhouse and the riverbank. All parking on the back lawn must be to the right of the flagpole and the light pole by the riverbank (looking toward Brices Creek).
- f. **Caution: Do not drive over or park near or on the bricked circular walkway area around the flagpole. There is a raised domed drain in the yard next to the light pole that also needs to be avoided when parking.**

5. Docks:

Because of club insurance liability issues, entrance to the dock area is **strictly prohibited** unless prior permission has been obtained from the Property Manager.

The NBYC Board reserves the right to verify that the provisions of this policy are being followed.

By my signature below, I acknowledge and accept the above Policy and Guidelines for Use of NBYC Facilities:

Group Name:

Authorized

Representative (Print):

Signature:

Date:

For additional information, please contact the Property Manager at nbycrental@gmail.com.