

SOUTH BAY COMMUNITY ASSOCIATION  
BAY CLUB POLICIES AND PROCEDURES

POLICY # B.1                      REVISION: 04/14/2022  
DATE APPROVED: 07/14/2017

### **BAY CLUB USAGE POLICY**

The Bay Club belongs to the South Bay Community Association for use by its Membership. Program and activity direction will be determined by the membership's collective interests and needs. The following Bay Club usage policy will apply:

- SBCA Members and their guests will be charged no fees for their use of the Bay Club amenities or meeting space if use is associated with Club business. Private use of Bay Club meeting space by SBCA members may incur fees associated with use; to be determined by the Bay Club General Manager on a case-by-case basis or in rate schedule defined in this policy as Exhibit A.

Non-members are not allowed access to the Bay Club facility. However individual non-members may be granted access if individuals are invited guests of an SBCA Member or associated with an SBCA business meeting.

- Non-Members with exception to conditions defined above are to pay for use of the Club according to the rate schedule defined in this policy as Exhibit A.
- Any non-member refusing to register and pay the applicable fees will be denied access to the Bay Club.
- The General Manager may in special circumstances, with prior approval in writing from the SBCA Board, provide alternative terms of use (and fees) to any non-member individual, Group, Club or Organization for an event that the SBCA wishes to sponsor.

### **SCHEDULING**

Please refer to the following procedure below to schedule meeting space, classes, and events.

Meetings, classes, and events are booked on a space available basis for the following areas: Auditorium (includes Patio), Craft Room, Conference Room, Classroom and Card Room. All other areas within the Club are not available for event use, unless approved by the Bay Club General Manager. If a person or group would like to book a space in the Bay Club; follow these steps:

- Contact Bay Club
- Check availability (date, time, and room)
- Meet with Club Manager or Conference Coordinator to discuss the particulars

- Fill out and agree to the SBCA Facility Use Policy and applicable SBCA Facility Rental Agreement terms.
- Enjoy use of the Club!

In the event that there are any changes, of any kind, associated with the planned event, the authorized group representative must contact the Bay Club and report the changes. Changes to the event may or may not be able to be accommodated by the Club if changes are cause for a change in date, time and/or location.

Note: Event reservations may not be made and confirmed if date of intended use is more than one year in the future.

### **BAY CLUB PIANO**

The SBCA Baldwin Piano is a very sensitive musical instrument and should be moved as little as possible. Under no circumstances should the piano be moved out-doors or removed from the Bay Club property. The permanent location where the Piano resides is on the Auditorium Stage. The piano cover must stay on at all times when the piano is not in use.

No items except the piano light, music, and the piano cover will be placed on the piano. (i.e., Flower arrangements, drinks, and piano stool). Any SBCA Member (or their house guest) in good standing may play the piano under the following conditions:

- Playing does not interfere with scheduled Bay Club activities
- Permission is granted from Bay Club Staff

The SBCA piano may be rented by SBCA members and non-members for private functions (see rental price sheet in your applicable Facility Rental Agreement).

A person or organization may have the piano tuned by the designated professional piano tuner\* under the following condition:

- A date for tuning must be agreed upon and arranged by the Front Desk Staff or Bay Club General Manager.
- The Bay Club staff is given at least two weeks' notice in advance of desired tuning completion date.
- The person or organization pays for all expenses for tuning the piano.

A person or organization may have the piano moved by the designated professional piano mover\* under the following condition:

- The Bay Club Staff is given at least two weeks' notice in advance of the desired move date.
- The person or organization pays for all expenses for moving the piano.

This instrument is not a toy and use will be monitored at the discretion of the Bay Club staff.

*\*Designated Piano Mover & Tuner  
Paul M Creech Pianos & Music  
(360) 681-8187 | <http://www.creechpianos.com>.  
**Rates for Piano as follows: Tuning \$185, Piano Move (each) \$300.***

## **EVENT TICKET SALES**

Generally, ticket sales by the Bay Club's reception desk are limited to SBCA events and functions that take place at the Bay Club.

However, the SBCA may at the Club General Manager's discretion, authorize the sale of tickets for other events or functions (non-SBCA) that benefit the Port Ludlow community as a whole.

Each group is responsible for providing proper sign-up sheets, information on the event, collection procedures (cash, checks, coupons, etc.) and special instructions for the staff. The group must agree to use of the chain-of-custody form/protocol whenever monies from ticket sales are removed from the Club.

For any non-SBCA event, an administrative fee of \$1.25 per ticket sold will be charged for administering ticket sales through the Bay Club.

## **COMPLIANCE WITH LAWS**

The Renter agrees that it will ensure that all of its activities at the Bay Club during the rental period conform to and comply with all federal, state, and local laws and ordinances, including police and fire regulations, state health department and the rules and regulations of the association. The use and consumption of alcoholic beverages during a private function must follow Washington State's Liquor Control Board regulations. The renter shall be responsible for obtaining any required permit from the Washington State Liquor Control Board. Moreover, the renter will not do nor suffer to be done, anything on the premises during the rental period in violation of any such laws, ordinances or rules and regulations, and if the attention of the renter is called to such violation on the part of the renters staff or any guest, invitee or other person admitted to the premises by the renter, then the renter shall immediately desist from and correct such violation.

## **CAPACITY**

At no time shall persons occupying the premises be allowed to grow beyond the maximum capacity of space being used. The maximum capacity may be obtained from the Bay Club General Manager and varies based on type of setup in each area.

## ALCOHOLIC BEVERAGES

All events that involve consumption and/or sale of alcohol must obtain the appropriate permit from the Washington State Liquor Control Board (<https://lcb.wa.gov>).

Weddings and other events that include alcoholic beverage consumption may be required to obtain Event Liability insurance that includes a rider for liquor liability coverage. See attached (or visit <https://www.travelers.com/personal-insurance/wedding-insurance/index.aspx>) as an example of where insurance coverage can be obtained.

## INSTRUCTOR LED CLASSES

If use/rental of the SBCA event space is used for Instructor Led Activities that charge a fee to participate, the SBCA requires that the authorized instructors will pay \$5 per class; for use of the room (as long as no reconfiguration is required, otherwise may be subject to \$50 set up fee).

All instructors will be required to obtain general liability insurance coverage policy naming the SBCA as an additional insured for no less than \$1M.

**LIABILITY COVERAGE:** The Instructor/renter shall at their own expense provide proof of general liability coverage for an amount no less than \$1M; additionally, the general liability insurance policy underwriter must name the South Bay Community Association as an additional insured for a period that matches the time of use of the Bay Club facility and premises. Proof of coverage is not required to reserve space; however, the proof of coverage must be provided to the Bay Club no less than 24 hours in advance of access or use of the premises. For those instructors that do not already have General Liability insurance coverage please visit the (<https://www.kandkinsurance.com>) as an example of where insurance coverage can be obtained.

## INDEMNIFICATION

The Instructor/renter shall indemnify, defend and hold the Association harmless from and against any and all claims, actions, damages, liability and expense (including reasonable attorneys' fees) in connection with loss of life, personal injury and/or damage to property arising from or out of the occupancy or use by Instructor/renter of the Bay Club, or any portion thereof, occasioned wholly or in part by any act or omission of Instructor/renter, or any guest, invitee or other person admitted to the premises by Instructor/renter. Instructor/renter acknowledges and accepts that the Association maintains the right to reschedule, postpone or cancel a recurring class date with at least two weeks' advance notice to Instructor if the Association requires use of the class space for its own event.

**Exhibit A (Event Space Rental Rates)**

<b>EVENT SPACE</b>	<b>RATE</b>
<b>Auditorium</b> (Includes kitchen)	\$200/hour (up to two hours) \$800/1/2 day   \$1500/full day
<b>Small Meeting Rooms</b> No reconfiguration necessary	\$50/hour (up to 4 hours) \$350/day
<b>Staff Fees* (per hour)</b>	\$50
<b>Facility After-Hours Use Fee**</b> Outside of normal business hours	\$150

\* Staff Fees are applicable when the SBCA must provide additional staff above normal staffing levels in order to accommodate the event/activity needs that occur in the Clubs rented space, and/or when event occurs outside the hours of normal hours of operation and/or when the renter is unable to return the space to the Club in the same condition upon which it was rented. The renter will be charged at the rate above for the number of hours required in order to bring the space or associated environment back to the condition it was at the time the renter took possession.

\*\* Facility After-Hours Use Fee is applicable when the rental involves access to the facility 2 or more hours before and/or after the Club’s normal operating hours of business.

<b>RENTERS</b>	<b>DISCOUNT/ RATE</b>
SBCA MEMBERS (AUDITORIUM)	\$50 SET UP FEE
SBCA MEMBERS (SMALL MEETING ROOMS)	NO CHARGE
PORT LUDLOW COMMUNITY GROUPS	80%
NON-PROFIT	20%
FOR PROFIT/OUTSIDE RENTAL	N/A

## **Exhibit B (Port Ludlow Community Groups)**

1. Port Ludlow Book Club
2. Martha's Book Club
3. Choral Belles
4. Course In Miracles
5. Fly Fishers/Tiers
6. Hands On Clay
7. Ludlow Village Players (LVP)
8. Mahjong
9. Men's (Bible) Study
10. Casual and Overtricks Bridge
11. PLUSH Investment Group
12. Port Ludlow Digital Life (PLDL)
13. Port Ludlow Performing Arts (PLPA)
14. Quilters
15. RV Club
16. Scrapbooking
17. Stamp and Paper Arts
18. Bluebills / PSO\*\*
19. Port Ludlow Artist League (PLAL)\*\*
  - Abstract Art Group
  - General Meeting
  - Board Meeting
20. Community Enrichment Alliance (CEA, or new comparable)
21. Dine and Discover\*\*
22. First Wednesday Lunch\*\*
23. Garden Club\*\*
24. Hiking Club
25. JeffCo Wine Tasting Group
26. Men's Golf
27. Port Ludlow Singers
28. Port Ludlow Village Council Meetings (PLVC)\*\*
  - General Meetings of the Board
  - Board Workshops
  - Health & Wellness
  - Roadway Safety
  - Emergency Preparedness
  - Trails
  - Scotch Broom Cleanup Group
  - Welcoming Committee

- Recycling
  - Election Committee
  - Utilities
  - Dog Park
  - Timber Harvest
  - Jefferson County – Liaison meetings
29. Port Ludlow Yacht Club (PLYC)
30. The Voice\*\*
31. Golf
- Men's Golf
  - Women's Golf
  - Nifty Niners
32. Amateur Radio Club\*\*
33. Port Ludlow Singles
34. Hawaiian Club
35. Naval Aviators
36. Port Ludlow Racquet Club

**\*\*SBCA\_LMC MOU Groups**

1. First Wednesday Lunch
2. Boeing Blue Bills / PSO
3. PLVC & Committees
4. Dine & Discover
5. Port Ludlow Voice
6. Port Ludlow Artist League
7. Port Ludlow Garden Club
8. Amateur Radio Club

**EXHIBIT C: MISC. SERVICE FEES**

<b>ITEM</b>	<b>RATE</b>
Coffee Tea, Water	\$2.00 per person*
BBQ Grill	\$25.00 (1)    \$40.00 (2)
China/Place Setting	\$2.00/setting*
Paper/Place Setting	\$1.50/setting*
Linen Tablecloth	\$6.00
Linen Napkin	\$0.85
Linen Table Skirt	\$7.00*
Chafing Dish & Fuel	\$10.00
LCD Projector & Screen	\$50.00*
Overhead Projector & Screen	\$20.00*
PA/Sound System (no charge for Members and PLCG's).	\$30.00*
Stage Lighting	\$75.00*
Portable Bar	\$40.00*
Piano Use	\$50.00*
Cleaning Fees (Staff time)	\$50.00/hour
Damages	TBD

<b>MISC. SERVICES FEES FOR:</b>	<b>DISCOUNT/ RATE</b>
SBCA MEMBERS	NO CHARGE*
PORT LUDLOW COMMUNITY GROUPS	80% *
NON-PROFIT	20% *
FOR PROFIT/OUTSIDE RENTAL	N/A
INSTRUCTOR LED CLASSES	80% *



