

SOUTH BAY COMMUNITY ASSOCIATION
BAY CLUB POLICIES AND PROCEDURES

POLICY # B.1 REVISION: 01/01/2025
DATE APPROVED: 02/13/2025

BAY CLUB USAGE POLICY

The Bay Club belongs to the South Bay Community Association (SBCA) for the exclusive use and benefit of its Members. The Bay Club, with certain restrictions, may be used for organized events and activities (by non-members) by adhering to the following policy that has been determined by the membership's collective interests and needs.

The following Bay Club usage policy will apply to all users:

- Code of Conduct: Members and their guests must comply with appropriate social decorum in the Bay Club building or on its grounds. Members and their guests are expected to demonstrate courtesy and respect for others at all times. The following is a non-exclusive list of examples of inappropriate behavior that will not be tolerated and may be cause for the party or parties involved to be asked to leave the premises:
 - Profane or abusive language or gestures
 - Intoxication
 - Physical threats or harassment of others
 - Discriminatory remarks or actions toward others
 - Acts or conduct posing a significant risk of injury to person or property
- The Bay Club Manager shall have discretion to determine whether anyone's behavior is not in accordance with appropriate social decorum.
- 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 SBCA business. Private use of Bay Club meeting space by SBCA members may incur fees associated with use; to be determined by the SBCA General Manager on a case-by-case basis or in rate schedule defined in this policy as Exhibit A. Non-members typically do not have access to the Bay Club facility. However, individual non-members may be granted free access if they are invited guests of an SBCA member or are attending an SBCA business meeting. Non-member group activities or events may also use the facility at no charge if they are affiliated with an SBCA-sponsored event.
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- Organized non-member group activities or events, except those covered by the conditions outlined above, must pay for use of the Club based on the rate schedule specified in Exhibit A of this policy. They are also required to follow the additional terms of use outlined in this policy.
- Any non-member refusing to terms of facility use and/or pay the applicable fees, will be denied access to the Bay Club.

SCHEDULING

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

- Meetings, classes, and events can be booked on a space-available basis in the following areas: Auditorium (including the patio and kitchen), Craft Room, Conference Room, Classroom, and Card Room. All other areas of the Club are not available for event use. To book a space in the Bay Club, follow these steps: Contact the Bay Club. (360) 437-2208 or GM@bayclub.io
- Check availability (date, time, and room) with the Bay Club Event Coordinator, or the General Manager, by telephone, email or in person. **The Bay Club Front Desk staff is unable to confirm meeting space availability.**
- Meet with the Bay Club Event Coordinator or the SBCA General Manager to discuss the event details. Please note that for SBCA to host an event, it must align with SBCA's capabilities, capacity, and available staffing resources before it can be confirmed.
- Events may be rescheduled or modified if SBCA staffing levels are insufficient to support the event on the scheduled date(s) and/or time(s). While SBCA will make every reasonable effort to honor the agreed-upon arrangements, it reserves the right to adjust facility access and usage based on available staffing and required expertise.
- Fill out and agree to the Bay Club Usage Policy and Facility Rental Agreement terms.
- Enjoy use of the Club!

In the event that there are changes, of any kind associated with the planned event, the authorized group representative must contact the Bay Club and report the requested changes to the SBCA General Manager or the Event Coordinator as soon as possible. Requests for changes to the event may be accommodated, depending on the availability of staffing resources, and the feasibility of adjusting the event's date, time, and/or location. SBCA, at the discretion of the General Manager reserves the right to alter any event details according to SBCA's ability to meet the requested event requirements.

Note: Event reservations are accepted no more than 12 calendar months in advance. All exceptions are at the discretion of the SBCA General Manager.

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 outdoors or removed from the Bay Club. 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.

Refer to Exhibit B. for specific terms related to use and care of the Bay Club Piano.

BAY CLUB AUDIO & LIGHTING SYSTEMS

The SBCA provides basic public address audio capability for all events without any special arrangements. Basic stage lighting is also available with advanced notice and approval; granted on a case-by-case basis. Any requests for advanced audio configuration/management and/or advance lighting requirements are subject to advance notification of three weeks, and requirement to use the SBCA's designated sound and/or lighting consultant/technician. Other qualified consultants/technicians may be used by user/renter if approved in advance by the SBCA General Manager.

EVENT TICKET SALES

Ticket sales by the Bay Club's reception desk are limited to SBCA events and functions that take place at the Bay Club. The SBCA is unable to act as a third-party ticket sales option for Renters.

COMPLIANCE WITH LAWS

The Renter agrees to ensure that all activities conducted at the Bay Club during the rental period comply with all federal, state, and local laws and ordinances, including police and fire regulations, state health department guidelines, and the rules and regulations of the association.

The consumption of alcoholic beverages during a private event must adhere to Washington State Liquor Control Board regulations. The Renter is responsible for obtaining any required permits or licenses from the Washington State Liquor Control Board.

The Renter also agrees to prevent any actions on the premises that violate these laws, ordinances, or regulations. If a violation occurs involving the Renter's staff, guests, invitees, or anyone admitted to the premises by the Renter, and the violation is brought to the Renter's attention, the Renter must immediately address and correct the issue.

With the exception of active-duty law enforcement officers, SBCA has a strict NO FIREARMS on premises policy, whether concealed or openly carried, loaded or unloaded.

CAPACITY

The number of people in the rented space must never exceed its maximum capacity. The maximum capacity for each area in the Club depends on the type of setup and can be provided by the SBCA General Manager or Event Coordinator.

EVENT SPACE CONFIGURATION

The SBCA Event Coordinator and General Manager will make every effort to accommodate configuration requests within the limits of available resources and staffing at the Bay Club. However, not all requests may be fulfilled exactly as specified by the user or renter. The final decision on configuration options, made by the SBCA General Manager or Event Coordinator to best align with the user's preferences, will be final.

ALCOHOLIC BEVERAGES

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

At the discretion and direction of the SBCA General Manager, any event that includes alcoholic beverage consumption may be required to obtain Event Liability insurance that will require a rider for liquor liability coverage. The SBCA must be added as an additional insured on the liability policy in an amount no less than \$2M. 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, 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 a \$100 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 \$2M.

LIABILITY COVERAGE: The instructor/renter shall at their own expense provide proof of general liability coverage for an amount no less than \$2M; 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.

INSTRUCTOR & PORT LUDLOW COMMUNITY GROUP 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.

SBCA RIGHT OF PRIORITY ACCESS TO CLUB SPACE

Instructor/renter acknowledges and accepts that the SBCA and General Manager maintains the right to reschedule, postpone or cancel a recurring class date(s) with as much advance notice to Instructor as is reasonably practicable if the SBCA requires use of the class space for another purpose.

Exhibit A (Event Space Rental Rates)

EVENT SPACE	RATE
Auditorium (Includes kitchen)	\$200/hour (up to 4 hours) \$1500/ day
Small Meeting Rooms No reconfiguration necessary	\$50/hour (up to 4 hours) \$350/day
Staff Fees* (per hour)	\$50

Staff fees will apply if SBCA needs to provide additional staff beyond normal levels because the renter fails to return the space to its original condition. The renter will be charged based on the stated hourly rate for the time required to restore the space or surrounding areas to the condition they were in when the renter first took possession.

RENTERS	DISCOUNT/ RATE
SBCA MEMBERS (AUDITORIUM)	\$100 SET UP FEE
SBCA MEMBERS (SMALL MEETING ROOMS)	NO CHARGE
PORT LUDLOW COMMUNITY GROUPS	NO CHARGE** - - SM. ROOMS \$100 USE FEE for AUDITORIUM
NON-PROFIT	20%
FOR PROFIT/OUTSIDE RENTAL	N/A
INSTRUCTORS	\$5 USE FEE

** Contingent on using the room “as-is” with no reconfiguration, otherwise use fee of \$10 per day will be applied.

CONFIRMATION & ACCEPTANCE

I acknowledge that I have read and understood the Bay Club Usage Policy and agree to the usage terms, fees, restrictions and conditions described therein.

FOR RENTER:

Name _____

Position _____

Signature _____

Exhibit B. BAY CLUB PIANO TERMS AND CONDITIONS

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 or staff duties.
- 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 Bay Club Event Coordinator or SBCA General Manager.
- The Event Coordinator 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 Event Coordinator or SBCA General Manager (preferably) is provided with three weeks, but no less than 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 \$200, Piano Move (each) \$400.

EXHIBIT C: MISC. SERVICE FEES

ITEM	RATE
Coffee Tea, Water	\$2.00 per person*
BBQ Grill	\$30.00 (1) \$45.00 (2)
China/Place Setting	\$2.00/setting*
Paper/Place Setting	\$2.00/setting*
Linen Tablecloth	\$7.00
Linen Napkin	\$1.00
Linen Table Skirt	\$10.00*
Chafing Dish & Fuel	\$15.00
LCD Projector & Screen	\$50.00*
Basic PA/Sound System	\$30.00*
Advanced Sound System Requirements - Audio Consultant Required	TBD
Basic Stage Lighting (subject to Gen. Manager advanced approval)	\$100.00*
Advanced Lighting Requirements - Lighting Consultant Required	TBD
Portable Bar	\$40.00*
Piano Use	\$50.00*
Cleaning Fees (Staff time)	\$50.00/hour
Damages	TBD

MISC. SERVICES FEES FOR:	DISCOUNT/ RATE
SBCA MEMBERS	NO CHARGE
PORT LUDLOW COMMUNITY GROUPS	50% *
NON-PROFIT	20% *
FOR PROFIT/OUTSIDE RENTAL	N/A
INSTRUCTOR LED CLASSES	80% *