

Yaquina Bay Yacht Club

Guest User Guidelines

1. Entry is by club member only.
2. Do not consume alcohol outside the club's grounds, and properly dispose of all beverage containers.
3. No smoking anywhere inside the building or within 10 feet of any doorway or window. Cigarette butts are not to be anywhere on club grounds. Please supply a container for smokers.
4. Do not remove clubhouse decorations. Your decorations may be attached to the wood surfaces. No tape on any painted surfaces. No holes may be made in walls or wood. Use a stepladder to put up decorations. **NO SHOES** on the cushions or the chairs.
5. The Exit doors may be unlocked for easy entry while you are in the building. The key will be on a lanyard beside each door. While holding the push bar in, turn the key 90 degrees. Upon leaving, turn the key back the other way and the push bar will release. The door will then lock when closed.
6. The fireplace on/off toggle can be found under the cover at the bottom of the fireplace. Lift the cover and push to toggle switch to ON. When leaving, be sure the fireplace is off.
7. Noise that may cause inconvenience, annoyance or alarm to others is not permitted. After 10:00 p.m. please take measures to restrict noise.

Upon leaving, please use this checklist on the next page to ensure return of your cleaning and damage deposit.

Meeting room

- ___ Tables and Chairs are clean
- ___ Floor swept
- ___ All litter in trash containers and placed outside East entrance
- ___ Fireplace turned off
- ___ Windows closed & locked

Kitchen

- ___ Counter tops and stove top clean
- ___ Used bar rags and dish towels in hamper provided
- ___ Start dishwasher with any dirty dishes
- ___ Empty trash can into garbage container
- ___ Take personal items out of refrigerator

Bathrooms

- ___ Floor free of litter
- ___ Sink & toilet clean

Grounds

- ___ Patio and grounds free of litter and cigarette butts

Security

- ___ Close and lock garage door
- ___ Turn down thermostat to 50 degrees
- ___ Turn out all the lights
- ___ Lock Exit doors
- ___ Be sure doors are closed and locked.

Thank you for renting our clubhouse for your event. We hope you enjoyed your time there.
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