

1. Your initial entry will be through the back door. This is the door on the west side of the building beside the boats. The code for the door will be given to you at the time of your rental. Once inside, the front door and the patio main door have bar access. Hanging beside these doors are “keys”. Depress the bar access, insert the key and turn 90 degrees. The bar access will remain depressed and this will allow your guests to come and go without locking themselves out. Upon leaving, turn the key back the other way and the push bar will release. The door will lock when closed.
2. THERMOSTAT IS PREPROGRAMMED – YOU MAY USE THE UP AND DOWN ARROWS TO ADJUST THE CURRENT TEMPERATURE. Please see the separate instructions for the Audio/Visual Equipment.
3. Decorations may be used, but please do not damage the walls! Please use Command Strips to mount decorations. There are also small cup hooks already in the walls amongst the small flags. Do not remove the clubhouse decorations.
4. 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 your own container for smokers.
5. Do not consume alcohol outside the club grounds and properly dispose of all beverage containers.
6. Noise that may cause inconvenience, annoyance or alarm to others is not permitted. Please restrict noise after 10pm and be finished with your event by midnight.
7. PARKING: The Port of Newport does not allow parking after dark in the gravel area and will issue tickets. Please move all vehicles to the asphalt parking lot after dark.
8. GARBAGE: There are large trash/recycling containers currently in the building. Please observe recycling—one can for returnables, one for glass (wine bottles), one for cardboard, etc. There is a key to the outside garbage/recycling cans in the kitchen drawer if you need to take out excess garbage.
9. **Cleaning services are scheduled for all non-member events.** All renters are responsible for cleaning up and removing food from the premises. All renters should clean all dishware and utensils, either by hand washing or loading and starting the dishwasher. The cleaning service will stack chairs and tables and take out trash to the outside containers.
10. EXIT CHECKLIST:
  - TABLES CLEAN AND GARBAGE PLACED IN CANS
  - WINDOWS AND DOORS and GARAGE DOOR CLOSED AND LOCKED
  - USED DISH TOWELS IN HAMPER PROVIDED
  - DISHWARE CLEAN -- START DISHWASHER
  - TAKE FOOD OUT OF REFRIDGERATOR
  - PATIO GROUNDS FREE OF LITTER
  - TURN DOWN THERMOSTAT TO 50 DEGREES
  - TURN OUT ALL LIGHTS            FIREPLACE TURNED OFF
11. MEMBERS: If you choose to do your own clean up, please clean and sanitize the kitchen and bathrooms, as well as mopping all the floors and vacuuming. You will need to stack all tables and chairs in the closet and take out the garbage.