

**FAIRFAX YACHT CLUB**  
**REQUEST FOR CLUBHOUSE OR FACILITY USE**

No private events shall be scheduled on weekends and federal holidays between April 1 and October 31. Weekends are defined as Friday noon through 9:00 AM Monday. No events may be scheduled during or within four hours of a FYC official meeting or FYC-sponsored event.

Unit Owner Name: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

I would like to reserve, on a non-exclusive basis, the following FYC facility:

Clubhouse;  Field;  Other (describe) \_\_\_\_\_, on (date) \_\_\_\_\_

From \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM for the following event:

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This reservation is for myself / my Tenant. (Circle one).

I expect that approximately \_\_\_\_\_ people will attend this event. I certify that this event is not for any commercial purpose.

Regarding the consumption or furnishing of alcoholic beverages, the following provision of the FYC Rules and Regulations applies:

“Alcohol consumption is permitted on FYC premises, subject to the laws of the Commonwealth of Virginia. If attendees will be consuming alcoholic beverages, a copy of the Alcohol Permit, if required by law, must be furnished to the FYC before the event. Permits can be purchased from the Virginia Department of Alcohol Beverage Control. Under no circumstances will alcohol or alcoholic drinks be sold on FYC property. Minors, as defined by Virginia law, shall not be served anywhere on FYC property. In the event that FYC incurs any legal charges, fines, or fees due to allegations that any Unit Owner or Tenant has violated Virginia alcohol control laws, the Unit Owner(s) or Tenant(s) whose actions gave rise to such allegations shall reimburse to FYC all such legal charges, fees, fines and costs.”

I understand that a cleaning/damage deposit of \$250, to be posted by the Unit Owner, will be used to restore the Clubhouse to its pre-event condition if we do not clean, vacuum, take out the trash, put away utensils, etc. I further understand that I am responsible for any and all damages caused by attendees as if there are damages that exceed this deposit, I will be billed for these and they will be due for immediate payment. If the Clubhouse is left in its pre-event condition the deposit will be promptly refunded. It is understood that this reservation is non-exclusive; other Unit Owners and Tenants may use the Clubhouse at any time. Decorations are not to be taped to walls or rafters

The provisions of Section K (attached) of the FYC Rules & Regulations apply.

Cleaning/damage deposit, check number: \_\_\_\_\_ Alcohol Permit Number \_\_\_\_\_

Signature of Unit Owner \_\_\_\_\_ (Required)

Signature of Tenant \_\_\_\_\_ (If applicable)

Received by Marina Manager \_\_\_\_\_ (Date/time)

Board Approved/Not Approved \_\_\_\_\_ (Date/time)

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**FOLLOW-UP:** Condition of Clubhouse after event \_\_\_\_\_

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Date deposit returned: \_\_\_\_\_; Amount returned: \_\_\_\_\_; By: \_\_\_\_\_

## **EXTRACT FROM RULES AND REGULATION REGARDING FACILITY USE**

### **K. Use of the Clubhouse and Facilities**

In this section, the term "Clubhouse" includes the Clubhouse itself. The term "Grounds" includes the surrounding decks, the grounds, the docks and the parking lot. Neither term includes the Units. The overriding principle is that the Clubhouse and grounds are solely for the use and enjoyment of Unit Owners and their Tenants, and their families. Fair wear and tear resulting from use by Unit Owners and Tenants, and their families, but no others, is an expense reasonably to be borne by the Unit Owners through the assessment process.

1. All FYC Unit Owners and Tenants in good standing have the right to use the Clubhouse and Grounds for their own enjoyment and that of their guests subject to the Rules and Regulations pertaining to such use. Good standing means that all dues and assessments are current, and Vessel and Owner registration information is on file and current. Tenants are not authorized to make arrangements for the use of Clubhouse and Grounds on behalf of themselves or another person, but must do so through the Owner of the Unit they occupy.

2. Access to the Clubhouse for a Tenant for social events and general use is with the understanding that the Unit Owner is ultimately responsible for use and access by that Tenant. Access for a Tenant-planned event shall be requested by the Unit Owner filing with the Dockmaster a Request for Clubhouse Use form (available on the FYC Website). Problems with a Tenant's use may, on a case-by-case basis, result in the denial of access to the FYC facilities. A current Vessel Registration Form for the FYC Unit and occupying vessel is required prior to initial and continuing access approval to the Clubhouse.

3. Unit Owners will be responsible for anyone accessing the Clubhouse with their Unit's security cards. If for any reason a Tenant is banned from the Clubhouse, the Dockmaster shall turn off Clubhouse access for the cards that the FYC's records indicate the Unit Owner has assigned to the Tenant.

4. The Board of Directors may bar all Unit Owners and Tenants from the upper level of the Clubhouse when the Board is in Executive Session as authorized by the Virginia Condominium Act.

5. The Clubhouse and Grounds are available for all FYC-sponsored functions. In order to be considered an FYC function, it must be scheduled for all Unit Owners and notice provided in the FYC correspondence and postings. All FYC-sponsored events, other than the Board of Director's meetings and the Annual Meeting, shall also be open to Tenants.

6. All other events are considered private. Private events shall include all activities at the FYC facilities including the Clubhouse, grounds, parking lot, Clubhouse decks, and docks. There are two types of private functions: Scheduled Events and Spontaneous Events.

7. Private business, commercial or political meetings, gatherings or conferences are not allowed, either in the Clubhouse or on the grounds.

8. Alcohol consumption is permitted on FYC premises, subject to the laws of the Commonwealth of Virginia. If attendees will be consuming alcoholic beverages, a copy of the Alcohol Permit, if required by law, must be furnished to the FYC before the event. Permits can be purchased from the Virginia Department of Alcohol Beverage Control. Under no circumstances will alcohol or alcoholic drinks be sold on FYC property. Minors, as defined by Virginia law, shall not be served anywhere on FYC property. In the event that FYC incurs any legal charges, fines, or fees due to allegations that any Unit Owner or Tenant has violated Virginia alcohol control laws, the Unit Owner(s) or Tenant(s) whose actions gave rise to such allegations shall reimburse to FYC all such legal charges, fees, fines and costs.

9. Unit Owners, Tenants, and others utilizing the Clubhouse or other outside facilities must remove to the dumpster all trash generated from the event, completely clean the kitchen and kitchen equipment (range,

sink, refrigerator, microwave, countertops) used by the attendees, return all furniture to its original location, and clean, dry, and return all dishes and utensils to their proper storage locations. The Unit Owner making the reservation shall be liable for the cost of any damage or cleanup, which exceeds the posted security deposit, if any.

#### 10. Scheduled Private Events

a. Scheduled Private Events are defined as private gatherings, normally not to exceed four hours in length, that are “scheduled” and approved. Unit Owners may request use of Clubhouse or Grounds for meetings, weddings, showers, and other social, non-commercial activity by submitting their requests, on the Request for Clubhouse Use form, to the Dockmaster for Board approval. Tenants may not themselves request a Scheduled Private Event; however, the Unit Owner who is their Landlord may do so and remains responsible for any damages.

b. To minimize conflicts, only one Scheduled Private Event per day is allowed, on a first-come-first-served basis. No private events shall be scheduled on weekends and federal holidays between April 1 and October 31. Weekends are defined as Friday noon through Sunday evening.

c. No events may be scheduled during or within four hours of a FYC official meeting without consent of the Commodore or other Officer of FYC.

d. No Unit Owner or Tenant, or their families and guests, shall be excluded from entering the Clubhouse during a Scheduled Private Event. Persons seeking to schedule a Scheduled Private Event must remember that they are not getting exclusive use of the Clubhouse; such a “reservation” is only a notice to others that there will be an event in progress. However, during a Scheduled Private Event, Unit Owners and Tenants should exercise courtesy to fellow FYCers by refraining from causing any disruption to that activity, such as turning on the television, use of kitchen area, etc.

e. Scheduled Private Events are to be posted on the FYC calendar so that others may make appropriate plans.

f. The FYC policy is to restrict Clubhouse and Grounds use to the enjoyment of Unit Owners, Tenants, and their families. Outside organizations are not permitted to utilize the Clubhouse or Grounds for their events, even if requested by a Unit Owner, unless such use is approved by a vote of the Board of Directors. Such approval may require payment of a fee by a Unit Owner *personally* and a \$250 security deposit. There are two exceptions:

(1) Because of historical precedent, including the fact that it conducts vessel inspections at FYC on those days, the Northern Virginia Power Squadron may schedule its semi-annual “picnics” in the Clubhouse in May and October each year, on dates acceptable to the FYC Board of Directors. The Squadron shall post a refundable \$250 security deposit to assure the Clubhouse is left clean.

(2) For so long as FYC is a member thereof, the Potomac River Yacht Club Association may, on a rotating basis with other member organizations, hold Officers/Directors meetings but not social events in the Clubhouse, without charge and without posting of a security deposit.

11. Spontaneous Events: Spontaneous Events are defined as private gatherings of various sizes which occur throughout the year. These gatherings are welcome at FYC provided that their impact on the parking lot is minimal, meaning that adequate parking is available for use by other Unit Owners, Tenants, and their guests during the event. The Clubhouse, Grounds, and decks should be left in a clean condition, as noted in 9. above, and all furniture replaced.

12. Grounds Use: No advance notice is required for the use of the Grounds, unless setting up a tent larger than 14 feet by 14 feet, inflatable amusement, or other device that limits an area’s use is contemplated. In such a situation, the Clubhouse Use Form, appropriately altered, should be used. Whenever such a tent, inflatable amusement, or other device is to be used, a refundable security deposit of \$250 is to be posted to protect FYC and Unit Owners from liability for injury or for cost to correct damage to the septic field.

13. Persons contemplating gatherings at FYC should bear in mind that parking space is limited, and the lot gets rather full on weekends and holidays during the boating season.