

**Augusta Sailing Club**  
**House and Ground Rules Appendix D**  
**Clubhouse and Pavilion**  
**Reservation Requirements and Agreement**  
Revised 20170815

1. Members may entertain guests at the Club, subject to the House and Ground Rules, particularly Sections 2, 8 and 14, and to the considerations of common courtesy. If a member wishes to entertain a group of 20 or more people at one time, that is considered a Private Party, which requires reservation of Club facilities in advance, signing and returning the Reservation agreement, and paying a fee.
2. The member-host must be present at all times during the party, and is personally responsible for assuring that all present comply with public law, the Bylaws and House and Ground Rules of the Club, and common courtesy and decorum.
3. Club facilities that may be rented for private parties are the Clubhouse, which includes the adjacent picnic and barbecue area, and the East Point Area, which includes the pavilion, beach, picnic area and Sunfish area. Normally either one or the other may be rented, but not both. A request to rent both facilities at the same time requires special approval by the Board of Governors. A Reservation shall not normally exceed one calendar day; a longer Reservation requires approval of the Board of Governors.
4. A private party can be any gathering of family and friends for social or recreational purposes or a special family event of the member such as a birthday party or wedding reception. It should be understood that the host will promote the overall purposes of the Augusta Sailing Club. A meeting that includes transaction of any of the business of an organization other than the Augusta Sailing Club is prohibited.
5. A member wishing to rent these facilities shall schedule the event with the Club Secretary on a first-come, first-served basis. No member can reserve a Club facility at a time when the Club is hosting a function at that facility.
6. The Secretary is empowered to approve Reservation requests that are clearly acceptable, and to disapprove requests that are clearly unacceptable by their nature or because of conflict with scheduled Club events. The Secretary may refer any requests to the Board of Governors for consideration, approval or disapproval. The Secretary will normally refer requests to the Board for information, and to give any Board member the opportunity to raise concerns about the proposed event. The Secretary will normally do this by email, giving Board members a reasonable time to respond.
7. The Club Cleaning Service is responsible for the cleaning of bathrooms and clubhouse floors and emptying the trash receptacles.
8. The Reservation holder is responsible for:
  - 8.1. Placing all trash in trash receptacles;
  - 8.2. Folding and placing in storage all tables and chairs, as appropriate;
  - 8.3. Washing, drying and putting away all dishes, pots, etc.;
  - 8.4. Removing added decorations and restoring all furniture to its normal location;
  - 8.5. Returning cabinet keys (if issued) to the cognizant Club officer.
9. The Reservation holder shall make payment as provided in the Schedule of Fees & Dues, Appendix J. The check shall be made payable to Augusta Sailing Club, and sent to the Club Bookkeeper.

# Excerpts from the House and Ground Rules

## 2. Use of Facilities by Members — Revised 20060814

- 2.1. As a condition of membership in the ASC, each member, family and guests shall use the facilities and participate in ASC activities at their own risk. The ASC shall not be liable for any claims, damages, injuries, actions or causes of actions that arise wholly or partially due to the negligence of the ASC. The member does hereby expressly release and discharge the Augusta Sailing Club, Inc., its agents and employees from all such claims. Members assume all responsibilities for liability regarding the use of their personal property on Club grounds.
- 2.2. Club members may rent Club facilities for private functions. For guidelines on Reservation of Club facilities, see Appendix D.
- 2.3. Club members who keep property at the Club, or lease Club facilities including slips, moorings, camper sites, cottages, etc, are required to keep such property in its authorized location, properly identified, and in good condition, to pay required fees, and to notify the Treasurer, the Caretaker, and the cognizant Dock Captain, Moorings Chairman, Dinghy Lot Chairman, or East Point Mayor of any installation, relocation, sub-lease, removal or major change in condition of such property. This requirement exists to provide for proper billing and lease arrangements, to assist in maintaining security and safety, and to assure fair treatment of all members. Details applicable to various kinds of member property and leased Club facilities are specified in the appropriate sections of these House and Ground Rules.
- 2.4. Members are responsible for locating, operating, maintaining and securing their property so as to avoid hazard to life and limb or damage to the property of the Club or of other members, or hazard to the environment. A standard of reasonable care is required. Reasonable care is that degree of care that would be expected of a knowledgeable and conscientious person, taking into account weather and other natural phenomena to be expected. This applies to boats in slips, at moorings, on trailers and elsewhere on Club property; to trailers, campers, houses and motor vehicles; and to any other member property on Club property. Members who fail to exercise reasonable care are liable for injury or damage caused by their property to other persons or property, and are responsible for paying to repair damage caused by their property. If Club Officers determine that a member is not exercising reasonable care, so that a member's property poses a hazard, the Club may take action as necessary to mitigate the hazard and bill the member for the cost of mitigation. Club officers will first attempt to contact the member and inform the member of the problem and give the member a reasonable chance to act, but then may act as necessary to mitigate the hazard. Persistent failure of a member to exercise reasonable care with regard to his or her property is grounds for termination of membership and seizure of the offending property.
- 2.5. Members may sublease, to other Club members, Club facilities for which they hold a lease. Members shall not sublease any Club facilities to any person who is not a member of the Club. Notification specified in 2.3 above is required for any sublease.

### 3. Gross Infringement of Rules or Misconduct — Approved 20040913

- 3.1. The Augusta Sailing Club has a responsibility to ensure proper conduct of its members at all functions of the Club and when Club members are representing the organization elsewhere. The Board of Governors may call a hearing when it has reasonable grounds for believing that a member has committed a gross infringement of Club rules or a gross breach of good manners or sportsmanship. If the Board of Governors finds that there has been a gross infringement of Club rules or a gross breach of good manners or sportsmanship, it may discipline the involved member. A written complaint describing the alleged misconduct shall be sent to the Commodore. If the Commodore deems that an infringement warranting adjudication has occurred, the Commodore will bring the matter to the attention of the Board of Governors. If, by majority vote, the Board of Governors believes adjudication is warranted, a jury of three disinterested ASC members shall be appointed by the Commodore to conduct a hearing. The jury shall not be comprised of any member of the Board of Governors or officers of the ASC. If three members cannot be convened, the hearing shall be continued until such time as a three-person jury is convened. The jury shall hear from both sides in the dispute. If the jury finds gross infringement of Club rules or gross breach of good manners or sportsmanship, the jury may recommend to the Board of Governors disciplinary action.
- 3.2. Disciplinary action may include the following:
  - 3.2.1. A letter of reprimand
  - 3.2.2. Suspension from Club events for 3, 6, or 12 months
  - 3.2.3. Dismissal from the ASC

### 8. Guests — Revised 20100308

- 8.1. Subject to certain rules, Club members may entertain guests at the ASC. The Host must be present at the Club with the guests at all times and is personally responsible for the actions of his guests. Members shall not give out gate codes to guest and shall not expect the resident manager to open the gate for guest. Guests include family members that are not members of the Augusta Sailing Club.

### 14. Use of Clubhouse Kitchen and Furnishings — Revised 20070507

- 14.1. Under normal conditions, the clubhouse kitchen and facilities are available for the use of Club members, and members with a few guests, and, by permission, for private parties. Primarily and of highest priority, the kitchen is for Club functions.
- 14.2. Club functions, and private parties that are approved by the Board, may bring in an outside caterer. The caterer shall be under the direction of the Club function chairperson or their delegate. In the case of an approved private party, the caterer shall be under the direction of the host member.
- 14.3. Fleet-hosted Regattas and events that are on the official calendar are approved special parties, and are also considered Club events. However, they should provide their own supplies.
- 14.4. Smoking is not permitted in the kitchen, bathrooms or the clubhouse.
- 14.5. Rules for use of the clubhouse kitchen; these rules apply to all users:

- 14.5.1. Locked cabinets and the locked side of the refrigerator contain Club supplies and are not to be opened and/or used without the permission of the Kitchen Coordinator. The Kitchen Coordinator can grant permission to use the supplies on a "payback" basis. Before any Club event, the Kitchen Coordinator should be contacted in order to obtain keys to cabinets.
- 14.5.2. Members and/or caterers shall not remove flatware, dishes, cooking tools, pans of any type, or kitchen supplies from the Club kitchen. Caterers contracted by the Club may use Club kitchen utensils and pans with the approval of the Event Coordinator.
- 14.5.3. Any person or group using the clubhouse and adjacent area or kitchen must clean up and return all areas to suitable condition for the next user. "Leave it as you would like to find it the next time you need to use it."
- 14.5.4. If there is a need to leave food in the refrigerator, mark it with a name and date. Unmarked, perishable food will be discarded on Tuesday of each week. The Club will not be responsible for replacing discarded food.
- 14.5.5. Minor children (under the age of 16 years) must be supervised in the kitchen if they are cooking or using sharp utensils.
- 14.5.6. During Club-sponsored events, the kitchen is closed to individual member use. During approved private parties, Club members may use the kitchen and facilities.
- 14.5.7. The liquor cabinet and/or beer tap are for use of Club-sponsored events only.
- 14.5.8. Outside grills are available for Club member use. The grills are to be left clean and in proper position.
- 14.5.9. Any fire in the fireplace must be safely managed, and properly extinguished before leaving the building.
- 14.6. Private parties: See Appendix D
- 14.7. Members may entertain at their cabin, camper or boat provided that the number of people is reasonable based on the capacity of the accommodations.

# Augusta Sailing Club Reservation Agreement

Name of Member Host \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Reservation \_\_\_\_\_

Time of Reservation (Start to End)

Location:                      Clubhouse [ ]                      East Point [ ]

I certify by my signature that I have read, understand and will comply with the terms of the Reservation requirements as set forth in pages 1 through 5, and the House and Ground Rules of the Augusta Sailing Club. I understand that the Augusta Sailing Club is a private, family club, which operates for the benefit of all its members and the promotion of the sport of sailing, and that I will act in a manner that supports the purposes of the Club.

Signature \_\_\_\_\_

Date signed

Complete this page and return it to the Club Secretary, whose name and address are on the Club website at <http://augustasailingclub.org>. Submission of the information by email is acceptable. This is required before the Reservation can be approved.

Send payment to the Club Bookkeeper at the Club address, PO Box 1938, Evans, GA 30809.