

CHAPTER 1: GENERAL

1-1 Purpose: This Standard Operating Procedure is designed to provide a stated communication to Members and guests of the William H. Seward Yacht Club regarding rules, regulations, and procedures governing the use, security, and maintenance of the William H. Seward clubhouse.

1-2 General: The WHSYC clubhouse is a facility designed to be used and enjoyed by all Regular Members, Junior Members, and the guests of Regular Members. As such, the facility must be used and maintained in a manner which is respectful of others within the clubhouse. To insure a common understanding exists regarding use of the clubhouse and its facilities, prohibited activities or behavior, and safety requirements, the following house rules will be posted in a conspicuous location on each of the three floors.

1-3 House Rules:

1-3.1 Bunking: Overnight use of the clubhouse as a sleeping facility is not permitted.

1-3.2 Cooking: All Members with clubhouse privileges are permitted to use the galley for cooking of private meals. Club sponsored activities have priority use of the galley at all times. No private cooking is allowed during club sponsored galley use. Bar-B-Q grills are available for use on the outside decks. The grills and the galley should be left cleaner than when you found them.

1-3.3 Fireplace use: the fireplace is not to be used except upon special occasions as approved by the Board.

1-3.4 Refrigerator/Freezer use: Members may use the clubhouse refrigerators and freezer for preserving personal food. All personal food must be clearly marked with the Member's name. All perishable items must be removed on a weekly basis. Non-labeled food items may be used for club-sponsored activities or discarded on a weekly basis.

1-3.5 Clean up after yourself: Ensure clubhouse areas you have used are as clean as or cleaner than when you arrived. Janitorial service is limited; therefore Members are encouraged to help with basic clean up.

1-3.6 Be responsible. Members are responsible for the actions and behaviors of their children, pets, crew, and guests. It is the responsibility of the Member to repair or replace any club furniture or equipment damaged by a guest.

1-3.7 Lock before you leave: The last person leaving the building for the weekend shall insure that the upper door deadbolts are secured, all lights and appliances are turned off, and the front door is securely closed.

1-3.8 Shower use: Showers are available to all Members with clubhouse privileges and their guests. Please limit showers to 10 minutes maximum. The shower areas are to be kept clean. Remove your personal toiletries after each use.

1-3.9 Smoking: Smoking is not permitted at any time inside the clubhouse.

1-3.10 Pets: Pets require responsible supervision at all times while in or near the clubhouse. Pet owners will be required to keep their pets outside if concerned Members object for reason of allergies, bad behavior, too many, etc.

1-3.11 Front door: The front door is to remain locked at all times. The door combination will be printed on the back of the club membership card. The combination will be changed a minimum of four times per year. DO NOT give the combination to any non-member.

1-3.12 Alcohol: Responsible alcohol use is permitted in the clubhouse. Be mindful of the example set for the children present.

1-3.13 Children: Children require parental or other responsible supervision at all times while in the clubhouse. Please respect the fact that the clubhouse is for the enjoyment of all Members, and is not a playhouse for unruly children.

1-3.14 Television and DVD/VCR use: The television and DVD/VCR are available for use on the 3rd floor. They may only be moved from that floor for special club functions.

1-3.15 Thermostats are to be adjusted by the Facilities Chairman only due to the critical nature of our heating system costs and risk of freeze up.

CHAPTER 2: CLUBHOUSE SECURITY

2-1 General: Clubhouse security is the responsibility of all Member users. The "lock before you leave" posted rule must apply in all cases if you are the last out of the club, even if you are only going down to the docks for a few minutes.

2-2 Clubhouse entry system: Upon payment of annual dues, each Regular Member in good standing will be issued a combination to the front door lock. This combination is the privilege of Members in good standing.

CHAPTER 3: CLUBHOUSE SAFETY

3-1 Fire extinguishers: Fire extinguishers of the appropriate type and size will be located on each floor of the clubhouse near the main exits as well as additional fire extinguishers located beside the fireplace, the galley range and the mechanical area. Extinguishers will be tagged with the last inspection date. Semi-annual inspection and maintenance, if required, is the responsibility of the Facilities chair. Members are encouraged to become familiar with the location and operation of the clubhouse fire extinguishers.

CHAPTER 4: MAINTENANCE

4-1 General: To insure the clubhouse and associated equipment is maintained in a clean, safe, and functional condition, maintenance provisions as provided below are established.

4-2 Janitorial: A Member duty roster or contracted janitorial services will be employed to clean the clubhouse facility. The cleaning schedule will vary with the season, frequency of use, and budget. All Members and guests are expected to clean up after themselves. After all special events, the appropriate committee chairperson will be responsible for appropriating manpower and supervising the cleanup effort.

4-3 Minor repairs: Minor clubhouse repair requirements will be referred to the Facility chairperson who will prioritize and schedule the requirements according

to need, budget, and the availability of volunteer labor as opposed to hiring a local contractor.

4-4 Major repairs: Repairs to the clubhouse or associated equipment in excess of an estimated \$250.00 are classified as major. Major repairs will be referred to the Facility chairperson who will submit a recommended plan of action to the Board of Directors for approval. The Facility Chair will remain the point of contact for the life of the project. Project status reports will be provided to the Board at each board meeting. Member assistance and labor will be solicited whenever possible to reduce expenses.

CHAPTER 5: GUESTS

5-1 General: The purpose of the WHSYC is to encourage and advance the activity of saltwater yachting and to promote Alaska as a cruising area for visiting yacht persons. Therefore, a hospitable open door policy is adopted in dealing with guests. Such policy is designed to encourage guests to become members. A guest is defined as an occasional visitor.

5-2 Guests: WHSYC Members are encouraged to invite guests to participate in club activities and use the club house with them in an accompanied status.

5-3 Visiting Yacht Persons: A visiting yacht person is defined to mean a person who arrived in Seward by boat or a person who is a Member in good standing of any non-local yacht club. Visiting yacht persons are welcome to use our facility for two calendar weeks without charge. A log will be maintained and the WHSYC Member who is sponsoring the guests should register them in, noting the date that they started using the club. In the event that the visiting yacht person is desiring to use the club in excess of a two week visit, they are expected to contribute to the club either monetarily or in labor.

CHAPTER 6: CLUBHOUSE RENTAL

6-1 General: The use of the clubhouse for non-yacht club sponsored activities shall be at the discretion of the Board of Directors. Fees may be collected for these events, with the amount due to be determined by the Board. Commercial use of the club-house is permitted with prior approval of the Board and the pre-payment of any assessed fees.