

## **WRBC Facility Use and Reservations**

The Commodore is the only person who can authorize the scheduling of a member's event on the official WRBC calendar. Email [contact@whiterockboatclub.org](mailto:contact@whiterockboatclub.org) to request scheduling the club for a special function. Please read the Use Policy, Reservations Checklist and Cleanup Checklist below for more information. If you do not see something scheduled on the WRBC website calendar, do not assume that the club is available since these schedules are continually changing.

## **Policies for Use of WRBC Facilities**

1. WRBC facilities may be scheduled by members for use by their families and guests with a \$25 fee for up to 50 guests. Parties of more than 50 guests will pay the entire \$125 septic tank pump out fee so the tank can be emptied before the party of more than 50 people.
2. WRBC facilities are not available for rent or use by nonmembers.
3. The sponsoring member:
  - a. Shall be in good standing with the club.
  - b. Shall be in attendance for the entire event including setup and cleanup.
  - c. Is responsible for guest's behavior and WRBC property.
  - d. Shall confirm children are accompanied by an adult at all times at the club.
  - e. Acknowledges guests enter the club at their own risk and that WRBC is not liable for guests' injuries, or damage to or loss of property.
  - f. Shall insure that the club is not modified in any way that permanently alters or damages the facility.
  - g. Shall have no open flames except in authorized grills for cooking.
  - h. Is responsible for cleanup of the facilities per the checklist below.
4. No function has exclusive use of the clubhouse or docks.
5. WRBC rules shall be followed by all present.
6. White Rock Lake Park curfew is 12 midnight.

## **Reservations Checklist**

1. Check the WRBC club calendar to ensure that another event is not scheduled the same day as your event.
2. E-mail [contact@whiterockboatclub.org](mailto:contact@whiterockboatclub.org) to schedule your event with name, date, time (setup through cleanup), event type, and expected number of guests and confirm that calendar was checked.

## **Cleanup Checklist**

1. Clean grills, counters, tables, chairs, appliances and bathrooms.
2. Sweep floors and decks.
3. Remove trash and place trash bags next to park trash cans in front of the club.
4. Put new trash bags in containers.
5. Fold and store excess chairs and tables.
6. Remove event decorations and lights.
7. Remove excess food from the refrigerators.
8. Turn off the lights and fans, and lock the gates.