



## Wolfeboro Corinthian Yacht Club Club Room Request Form

WCYC Member Host Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Phone \_\_\_\_\_

Requested date for club room usage \_\_\_\_\_

Beginning Time \_\_\_\_\_

End Time \_\_\_\_\_

Purpose \_\_\_\_\_

Number of Attendees \_\_\_\_\_\*

**\* Please note that a \$75 cleaning fee is required for groups of 20 or more. Please include a check to "WCYC" with this form.**

### **Guidelines for Clubroom Usage:**

- WCYC members must be up to date on dues and fees prior to requesting usage of the clubroom for functions.
- A current member of the WCYC must be present at all times during the event and is responsible for opening and closing the clubroom.
- The clubroom space is open and accessible to all WCYC members at all times. There is no exclusive use of the clubroom.
- The clubroom keys and combination lock codes may not be shared with non-club members, including hired staff.
- Club members are responsible for providing their own consumable goods, including paper products, plastic ware and cups.
- Any damages will be charged to the WCYC member sponsor.

Please submit your request to: Club Steward, Dianna Serrano at [dlserrano59@gmail.com](mailto:dlserrano59@gmail.com)



## Clubroom Checklist

Name of WCYC Sponsor \_\_\_\_\_

Date of Function \_\_\_\_\_

- Dishes are washed and put away in original location
- Air conditioner(s) is turned off
- Lights in bathroom, hallway and clubhouse are turned off
- Floors swept
- Recycled goods are sorted in bins located the garage
- All furniture returned to original locations
- Windows are closed and locked.
- Bathroom locks in hallway are returned to locking (horizontal) position.
- Both sliding doors are locked and key is returned to the combination container.
- Tables and chairs on beach area, porch and in clubhouse are returned to original set up and location.
- Barbecue grill is cleaned, tank is turned off and grill is covered.
- Party items are removed from the freezer and refrigerator.
- Extension cords are removed from wall outlets.
- Garbage is removed from all containers (including bathrooms) and disposed of in trash dumpster

I hereby declare that the WCYC clubroom is cleaned and returned to its original condition or better.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

---

WCYC USE ONLY

Clubhouse Steward \_\_\_\_\_ Date \_\_\_\_\_