

**OTTAWA SPORTSMEN'S CLUB
CLUBHOUSE AND GROUNDS RENTAL POLICY**

OBJECTIVES

- To provide a service to the Community, and Club members for a rental facility which provides indoor and outdoor space.
- To be an economically viable endeavor.
- To generate publicity regarding the OSC and its activities and guiding principles.

BASIC GUIDELINES

1. The Clubhouse and grounds will be available for rental to club members and the general public during the months of May through September.
2. Rentals during the period October through April will require approval of the Board of Directors and will require an additional one-hundred dollar (\$100.) charge for heating the large meeting room.
3. Rentals will be scheduled through a club member designated as Rental Coordinator by the current club President.
4. Rental period for Saturday will run from 4:00 pm Friday to 12:00 noon Sunday. Weekday rental period would be from 6:00 pm the day before to noon the day after the event.
5. Rental charges as follows:

(a) Members in good standing (member at least one year prior to rental)	\$250.
(b) Non-Members and Private groups	\$350.
(c) Non-Profit Organizations (Michigan based)	\$250.
(d) Use of Bar (additional)	50.
- (e) A \$100. Deposit is due when the date is reserved.
- (f) Payment in full is due prior to the rental date(s).
- (g) A \$100 refundable deposit to be held against incidental damage and/or satisfactory cleanup is also due prior to the rental date. This deposit will be refundable within 10 days after the rental date but only after satisfactory inspection of the OSC clubhouse and grounds is made by the Rental Coordinator.
- (h) Any no-charge commitments of the clubhouse or grounds to groups or individuals must be approved by the Board of Directors.

6. The rental will allow the renter use of the Clubhouse, the immediate grounds, tables and chairs, kitchen facilities (but not the use of cookware, silverware, utensils and dishes), heat and electricity.
7. The renter assumes all liability for personal injury and property damage incurred during the rental period and will save the Ottawa Sportsmen's Club harmless from all damages incurred thereby. Renter is specifically liable for damages done to the Club property or premises during the rental.
8. The renter will name the Ottawa Sportsmen's Club as an additional insured party on their homeowners insurance as to liability and property damage, and will furnish the OSC with a binder or other form of insurance from their insurance agent prior to the rental date. Damages in excess of the \$100. deposit will be claimed against the renters homeowners insurance.
9. Renter must provide a law enforcement deputy during any period alcoholic beverages are being served.
10. Renter will be responsible to do a preliminary cleanup to include: Stack all tables and chairs and return to the storeroom, remove all decorations, remove all non-Club materials and food and utensils from the kitchen and bar area, do a preliminary sweeping and mopping of the premises, pick up all papers and trash outside. The OSC does not provide a dumpster, so all of the Renter's garbage must be removed from the premises and grounds by the Renter.
11. The rifle range and trap range will be closed to use by members and non-members during rental periods unless there is prior agreement with the renter that the range will remain open.
12. Officers, the Board of Directors and other club members contemplating a use of the clubhouse and grounds must clear the date with the rental coordinator prior to commitment.

RENTAL COORDINATOR

1. Must be a Club member in good standing.
2. Will be appointed by the current Club President for a 1 year term.
3. Serves without compensation.
4. Is responsible to maintain a calendar of rental commitments at the Clubhouse.
5. Is responsible to ascertain that rentals do not conflict with regular club functions or incidental club functions.
6. Is the contact person for members and others considering a rental or Club sanctioned use of the clubhouse and/or grounds.

7. Is responsible to show the club facilities to potential renters, collect all deposits and fees, remit all fees to the Club Treasurer, fully explain all the terms of the rental agreement with the renter including the putting up and removal of decorations, maintain a file of all completed rental agreements, coordinate cleaning with the cleaning person, inspect the club and grounds for damages following rentals, remit damage deposits to the renter, and follow up on damage claims where warranted.

Adopted by the Board of Directors on: 12/27/2010.