

**ADMIRALS COVE BEACH CLUB**  
**P.O. Box 366 - Coupeville, WA 98239-0366**  
**SHELTER RESERVATION REQUEST**

Reservation Date Requested _____	
Planned Function _____	Time Requested _____
Member-in-good-standing: _____	
Admirals Cove Street Address or Parcel No. _____	
Contact for reservation: _____	
Mailing Address _____	
Phone No. _____	E-mail _____
<u>Member Signature</u> _____	
Enclose a single check for \$60 (\$30 Rental Charge and \$30 refundable Cleaning Deposit).	

**SHELTER RENTAL INCLUDES:** access to the open air and enclosed gazebo area, picnic area, grills, horseshoe pit, one of the two fire pits and the restroom at the east end of the pool building. Other ACBC members may use the beach, playground and remaining fire pit concurrently.

**SHELTER POLICY**

- **Only complete forms, with the combined \$60 rental and cleaning deposit check, will hold a reservation.**
- **Only *members in good standing* are allowed to rent the shelter.**
- Forms and fees must be received two weeks prior to reservation date.
- Members in good standing may reserve a date up to one year in advance.
- Cleaning deposit (\$30) will be returned only if the shelter is adequately cleaned and all trash and recycling has been removed. [The dumpster is not for rentals and is kept locked.]
- Shelter rental is on a first paid, first reserved basis.
- Cancellations made more than 30 days ahead of a reservation will have their fees returned.
- Cancellations made less than 30 days ahead of a reservation will have cleaning deposit returned.
- A responsible adult must be present during shelter rental.
- Any and all damages done to the facility are the responsibility of the member renting it.
- Events at the shelter should be scheduled to end no later than 10 p.m.

**See Pg. 2 for:**

- Contact information
- Reservation availability
- Reservation instructions
- Temperature control

<u>For ACBC Office Use Only</u>	<u>Initial</u>
Date Received _____	_____
Member in Good Standing? ____ Yes ____ No	_____
Contacted re: ____ Approval ____ Disapproval	_____
Rental Check No. _____ Amount: _____	_____
Warrant Submitted – Date _____	_____
Damage Deposit (\$) Returned _____	_____

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**SHELTER COORDINATOR**

Dennis Egan  
206-229-0632  
dennis\_egan@hotmail.com

**RESERVATION AVAILABILITY**

- The Shelter is available to rent anytime it is not in use for ACBC business or functions. Monthly Board meetings are usually held at 2 p.m. on the third Saturday of each month.
- Dates available for Shelter use may be found at the Shelter or on our webpage, [www.acbc-whidbey.org](http://www.acbc-whidbey.org). Select the 'Events' tab, and click on Shelter Rental.
- The Shelter is not available for rent by political organizations or for political purposes.
- The Board reserves the right to refuse a reservation if the use is deemed not suitable.
- Members can sponsor rentals for authorized business, fraternal or religious groups.

**RESERVATION INSTRUCTIONS**

- The Reservation Form can be downloaded from our [www.acbc-whidbey.org](http://www.acbc-whidbey.org) website. Select the 'Contacts' tab and in the lower left click on the 'Shelter Rental Form.' You may also request a form by mail at the above address, or pick one up at any Board Meeting.
- Return the completed form with a check for the \$60 rental fee and cleaning deposit to the address above for processing.
- Arrangements for picking up the Shelter keys should be made with Shelter Coordinator, Dennis Egan one week prior to the event. Call him at 206-229-0632 or e-mail him at [dennis\\_egan@hotmail.com](mailto:dennis_egan@hotmail.com).
- Keys must be returned when agreed to with the Shelter Coordinator but no later than 48 hours after the event.

*Note:* As stated in the ACBC Standing Rules, rental rates are subject to change at any time.

**TEMPERATURE CONTROL**

If heat is needed, adjust the thermostat on the pole in the center of the room. Simply select the desired temperature as you would at home. Fan operation is automatic and will cycle on and off as necessary. Do not make any adjustments or changes to the settings on the stove. When you leave the building, turn the thermostat as far down as possible. The fan will run for a while after you turn the heat down.